

## BOARD OF COUNTY COMMISSIONERS

Eric K. Maxwell, Chairman  
Randy Ognio, Vice Chairman  
Steve Brown  
Charles W. Oddo  
Charles D. Rousseau



## FAYETTE COUNTY, GEORGIA

Steve Rapson, County Administrator  
Dennis A. Davenport, County Attorney  
Tameca P. White, County Clerk  
Marlena Edwards, Deputy County Clerk

140 Stonewall Avenue West  
Public Meeting Room  
Fayetteville, GA 30214

## MINUTES Board Retreat

April 18, 2018  
8:30 a.m.

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Welcome to the meeting of your Fayette County Board of Commissioners. Your participation in County government is appreciated. All regularly scheduled Board meetings are open to the public and are held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month at 6:30 p.m.

### Call to Order

Chairman Eric Maxwell called the April 18, 2018 Board of Commissioners retreat to order at 8:31 a.m. Commissioner Charles Rousseau arrived at 8:37 a.m.

### Acceptance of Agenda

Commissioner Steve Brown moved to approve the agenda as written. Vice Chairman Randy Ognio seconded. The motion passed 4-0. Commissioner Rousseau was not present.

Chairman Maxwell turned the meeting over to County Administrator Steve Rapson.

Each department gave a brief presentation to include the department organization, purpose (what, how, who), 2018 accomplishments, 2019 major projects and goals, budget and 2019 budget request.

There were no votes on the presented information.

**County Clerk** – County Clerk Tameca White gave a briefed presentation to the Board. The major projects and goals include the implementation of software for agenda submissions, new website design, possible retention software, reorganization of records room, renovation of audio/visual equipment in conference room, refresh of conference room to include new chairs, carpet and paint. The 2019 budget request included a request for a part-time administrative position at \$23,533 annual salary, \$1,696 to cover the cost of equipment for the part-time position and \$4,170 for the cost to purchase new chairs and a new conference call phone for the conference room.

Chairman Maxwell asked that in regard to the request for part-time position, was this position already funded. Mr. Rapson stated that the part-time position was not the existing Chief Deputy position. Chairman Maxwell stated that he was under the impression that it was an existing position. He stated that he would always put the public at the top of the organizational chart. He asked why the forecasted amount for personnel showed a \$20,000 increase. Chief Finance Officer Mary Parrott stated that on each chart, the original budget and the revised budget, in 2018 a 2% merit, which was approved by the Board, was included in a contingency account and spread to each department so it will be shown in each department's slide.

Mr. Rapson stated that the forecast amount was overtime. Mrs. Parrot stated that sometimes the overage could be due to the medical coverage. She stated that when Finance strikes the budget, the current information where employees had already picked

their plans, and immediately after the employees go through open enrollment and some employees change and so that was considered.

Chairman Maxwell asked if the part-time position would take care of the overtime. Mr. Rapson stated that the overtime was due to doing things over and above, in part the time spent during Board of Commissioners meetings. Mr. Rapson stated that this position cost was the total cost. Chairman Maxwell stated that if the position was funded, he would expect to see a reduction in overtime. Mr. Rapson stated that he agreed.

Ms. White stated that the overtime was generated because of the late meetings. She stated that having the part-time person would allow the Deputy Clerk to alter her schedule to "comp" the time and still have two people in the office as opposed to one.

Vice Chairman Ognio inquired if using the carpet squares for the floors would allow for the use of the under-carpet wiring. Mr. Rapson stated that Building and Grounds Director Carlos Christian could look at that.

Commissioner Brown asked if staff had considered using laminate flooring instead of carpet in the hallways. Ms. White stated no. Commissioner Brown stated that it would be easier to clean and something to think about. Mr. Christian stated that using the carpet squares would make it easier to replace any damaged or hard to clean areas without replacing the entire carpet.

Staff was instructed to take a look at using laminated flooring in the hallways.

Commissioner Brown asked if the old documents had been digitized. Ms. White stated those prior to 1980 had not been scanned. Commissioner Brown stated that it needed to be done.

**Elections** – Elections Director Floyd Jones gave a brief presentation. The department's major projects and goals for fiscal year (FY) 2019 included considering the possibility of expanding voting hours during the three weeks of early elections and exploring the use of new machinery and procedures for conducting elections. The 2019 budget request included moving the seasonal part-time Elections Supplies Clerk to a permanent part-time Elections Clerk at an annual cost of \$20,293 and a request for \$8,000 to complete the renovations of the elections office.

Mr. Jones stated that upon being hired as the new director for Elections, he was told by the School Board that they would like the elections out of the schools. He stated that there were other options, but the timing was not right due in part to the State losing the use of Kennesaw State. He stated that there was interest in reducing the precincts down to 19 precincts and that there was a possibility of doing a consolidation by the end of the year. He stated that the cost to do so was estimated at \$40,000 and that the cost saving would not be "felt" in the first or second year.

Commissioner Rousseau asked if the county would share that cost with the municipalities. Mr. Jones stated no. Mr. Rapson stated that it was a conversation that could be had with the municipalities.

Commissioner Brown stated that the Board and the Elections Board should be in communications, leading up to the census, to discuss possible layouts.

Mr. Jones continued the presentation. He stated that in terms of expanding voting hours, Fayette County was number 12 of the 159 counties with the highest "per person" voter turnout. He stated that at this time, the decision was in the hands of the Election Board. Commissioner Brown stated that it had to do with more access to the ballot. Mr. Jones stated that voters also have the opportunity to request paper ballots to cast the vote. Commissioner Brown stated that even with the 45 days available to vote, it was more about the hours in those 45 days and extending the hours would allow more opportunities.

Commissioner Rousseau asked if there was anything that Mr. Jones would like for the Board to put in the legislative package or present to ACCG regarding education of candidates and submitting required information. Mr. Jones made further comments. He stated that ACCG has confirmed that legislative would rather to see this at the local level and not the State level. Commissioner

Rousseau asked that it be made part of the legislative package. He stated that it was an administrative function that needed to be at the State level.

Vice Chairman Ognio stated the easy file page that the candidates use has a block area that should tell when it was time to file, but that it never works. Mr. Jones agreed. He stated that he would not trust it and that they should rely on the email that he sends to everyone.

Chairman Maxwell asked about the overage in the personnel. Mr. Rapson stated that it was partly, the reimbursements that are due to the county from the municipalities. Mrs. Parrott stated that the reimbursements are credited to a revenue account.

Commissioner Brown asked if the machines for early voting were secured. Mr. Jones stated yes.

**Finance** – Chief Finance Officer Mary Parrott gave a presentation and highlighted the accomplishments for the department. The 2019 major projects and goals included continued achievement of a clean audit opinion and various budget awards, enhanced tracking and reporting of grant activity with potential process improvements, implementation of internal training programs, implantation of accounting change from Proprietary to Governmental Fund reporting per the stormwater ordinance and continued research of new GASB pronouncements for potential impacts. The 2019 budget request included a part-time Senior Financial Analyst to \$38,562, continue educational funding for staff development and \$4,400 for the purchase of furniture and equipment for the part-time senior financial analyst.

Commissioner Rousseau asked if staff had been successful in getting someone to collect the stormwater fees. Mr. Rapson stated that there was no interest, even after presenting it in several different ways. The remaining amount totaled \$300,000. County Attorney Davenport stated that pursuing the collection of the overdue fees would cost more than the revenue that would be collected.

Mr. Rapson stated that there was no way to put a lien or anything of that nature on property to collect the fees. Commissioner Rousseau asked about withholding business licenses and permits. Mr. Davenport stated that everything that he came up with would cost more to collect than you would get. He stated that he could go back to look at the occupational tax law, but to his recollection it was not an option. Commissioner Rousseau stated that he would like an infinitive answer.

Mrs. Parrott continued the presentation. She stated that there was a lot of reporting required to maintain the grants and that Pete Nelms had done a great job with obtaining the grants, but he would be resigning this year. She commended Public Works Director Phil Mallon and his team for playing a big part in obtaining grants. She stated that she was requesting a part-time position to take up the growth of the grants and would be funded by the \$40,000 toward the position.

Commissioner Rousseau asked for the measurables for this position. Mr. Rapson stated that he would get that to Commissioner Rousseau.

**Human Resources** – Human Resource Director Lewis Patterson gave a presentation of the human resource department. Mr. Patterson briefed the Board of the 2019 major projects and goals to include a request for a full time HR Technician, redesign and issuance of new county id cards with new county logo and implementation of electronic scanning and storage upon approval of HR Technician. The budget request was for a full-time HR Technician at an annual cost of \$48,363; benefits included.

Chairman Maxwell inquired about the harassment and substance abuse awareness training for all county employees. Mr. Patterson stated that it stemmed from Board direction after an incident at the Road Department to ensure that everyone was made aware of what constitutes harassment, how to report it and how to conduct themselves as not to offend anyone. He stated that it was a mandatory training for all county employees including Constitutional Officers' employees and that a representative from the Employee Assistance Program conducted the training. He stated that the training also included sexual harassment, bullying, diversity and lifestyle choices. He stated all new hires have to sign the updated harassment policy to be placed in the files. Chairman Maxwell requested to take the training, the next time around.

Commissioner Brown stated that when reviewing the employee's files, he noticed that there was nothing that said that the new hire was versed of the ethics policy. Mr. Patterson stated that it was part of orientation where staff walks through all the policies. Commissioner Brown stated that he did not see anything related to open records law and that the files are subject to the open records law. Mr. Patterson stated that he would have to review that because he believed that was also covered. He expressed his concern regarding the content of the files and how they were maintained. He suggested audits be conducted on the files. Mr. Patterson stated that staff contacted the Georgia Local Government Personnel Association (GLGPA) to get an audit program that the county could take advantage of. Commissioner Brown stated that the Board of Commissioners should mandate what files should be kept in the employee's files since there was no standard. Mr. Patterson stated that he would be glad to look at that.

**Information Technology** – The Information Technology presented was given by Chief Information Officer Phil Frieder. The major projects and goals provided were the consolidation and upgrade of the Public Safety's enterprise application software system and infrastructure, redesign of the MUNIS support model and reconfigure system information security, development of a cyber landscape, implementation of underutilized Office365 features, reorganize GIS, improve cyber security, continue implementing sophisticated VLAN network architecture strengthening information security. The 2019 budget request include a full-time Systems Analyst at \$68,641 annually, augmentation of professional services to provide GIS support for \$50,000 (operational budget impact), aerial imagery data collection at \$107,479, a data center fire suppression for \$57,000 and system consolidation/redesign for \$175,000.

Commissioner Rousseau asked if a COOP (Continuity of Operations Plan) was in place. Mr. Frieder stated yes. He stated that he was not allowed to make policy and he could not start that without the Board directing him to do so. He stated that he created one with best guidelines, but not one that could be published yet. Commissioner Rousseau requested that the Board consider directing staff to work on a COOP. He stated that the I.T. department as a critical part of the plan.

Commissioner Rousseau asked if the county should pay to have the data restored. Mr. Frieder stated that MS-ISAC was a free organization that would help with this. He stated that there was a plan that was in his department. Commissioner Rousseau stated that it needed to be countywide and that usually Emergency Management would handle that. He directed staff to update the policy and bring it back to the Board.

Commissioner Brown stated that the GIS was essential and that it needed to be up and running. He stated that he would like to see training for staff on how to protect the system. Mr. Frieder stated that Mr. Rapson made it mandatory for the department heads to complete the security awareness training and had since made it requirement for anyone that operates a county computer and no one would be allowed to use the county computer without having taken the training. Commissioner Brown stated that each department should have a continuity plan on how to operate without having the phones or computers.

**Purchasing** – Purchasing Director Ted Burgess made a presentation for the purchasing department. He briefed the Board that the major projects and goals for the department included departmental support through a combination of work reassignment and staff training and continuous efforts to conduct the annual customer service survey and use feedback for departmental improvements. The budget request for 2019 included a full-time Contract Administrator at an annual cost of \$60,859.

Vice Chairman Ognio asked if there were any technologies or software available to help in the purchasing department. Mr. Burgess stated that a majority of the jurisdictions, including Peachtree City, are moving to online bid process. He stated that there were about four or five businesses that that provide online services and it was a matter of determining if the companies' services fit the needs of the county.

Mr. Rapson stated that he asked ACCG to work to keep the Georgia Procurement Registry updated. Mr. Burgess stated that a bill was passed that required all cities, boards of education and counties to go through the Georgia Procurement Registry with any bid proposal or solicitation over \$10,000 and public works construction over \$100,000 which would make it even more important to keep it up to date.

Commissioner Rousseau stated was there a way to do a vendor's conference to impress upon local and surrounding vendors. Mr. Rapson stated that there was an agreement with the county and all the cities. Mr. Burgess stated that he would be glad to do that.

Vice Chairman Ognio stated that it would be very beneficial for vendors to go to the website and decide which projects they would like to bid. Mr. Burgess stated that codes are used when posting the proposals that vendors use to identify the type of projects.

**Tax Assessor** – Tax Assessor Joel Benton stated that the 2019 major projects and goals the implementation of Tyler Tech/iasWorld Field Mobile software allowing for electronic on-site data collection, submission of a timely and uniform digest for approval by the Georgia Department of Revenue, met deadlines for appeals filed to the county and completed new business account audits and performed comprehensive revaluation of the Mobile Home Digest. The budget request included a new full-time Residential Appraiser I position at an annual cost of \$54,149, software enhancement at \$80,000 (recurring maintenance cost \$4,750 yearly), five iPads with remote access for on-site data collection at a cost of \$7,500 and new vehicle for new appraiser at an estimated cost of \$28,500.

Mr. Rapson stated that the latest update for the 2017 residential appeals there were 2,043 appeals of those, 2,028 values were reduced, 315 not reduced and of those the 590 that went to the Board of Equalization, 447 were settled or the appeal was withdrawn prior to the hearing, 55 went to hearing, but the tax payer did not attend and currently they are working 88 of those and none of the 88 have appealed to Superior Court.

Chairman Maxwell asked why 90% of the appeals are overturned/lowered. Mr. Benton stated that the assessors were aggressive in trying to keep up with the market and mass appraisals are conducted due to lack of man power. He explained the process of using ratios to make an analysis. He stated that there were over 41,000 properties in the county for assessment. The discussion continued.

Commissioner Rousseau asked if the vehicle would be a part of the vehicle CIP. Mr. Rapson stated that it was tied to a new position, so it would not be covered. Commissioner Rousseau asked what was available as a pool car. Mr. Rapson stated that Fleet Manager Bill Lackey did not believe he had a vehicle that would work for that department, but that as part of the budget process he would reevaluate it. Commissioner Rousseau asked if there were any legal ramifications for doing mileage reimbursements instead. Mr. Davenport stated that it would just mean the cost would be absorbed by the employee and not the county for using their vehicle. Commissioner Rousseau stated that he was throwing it out there as another option.

Vice Chairman Ognio stated that it baffled him when staff ask for the software enhancements and then ask for new employees. Mr. Rapson stated that as part of the budget process, he may have to pick a person or pick technology. He stated that one of the issues that Mr. Benton mentioned regarding the need for iPads to complete field work. He stated that he may need two field workers, but would only request one, because with the iPad the assessors could be in the field entering information and get more done.

Mr. Benton stated that there was new growth coming in and there were challenges with that. He stated that it would not help with not falling behind. Having a new appraiser and the technology would assist with that.

Vice Chairman Ognio stated that staff needed to consider the state freezing all assessments. Mr. Rapson stated that would mean tax increases. Mr. Benton stated that it would bring even greater challenges to his office.

Break (10:15am – 10:30am)

**Public Works/Engineering** – Public Works Director Phil Mallon and Engineering Director Carlos Christian  
Mr. Mallon stated that the goals for 2019 was to complete the federal-aid corridor studies under the 2017 SPLOST; Sandy Creek, Tyrone/Palmetto Road, SR 279 and Banks Road, to complete comprehensive transportation plan, master path plan and the SR 74 Corridor, develop "top five list" of county transportation projects through the Transportation Committee and Board of Commissioners and to improve and standardize project reporting to the Board and citizens. The budget request for 2019 was an

Engineering Technician at \$56,276, to utilize the transportation engineer of record contract for delivery of 2004 and 2017 SPLOST projects and \$4,500 to purchase equipment needed for proposed new hire.

Mr. Mallon addressed concerns about truck traffic on Sandy Creek Road and the future land use plan. Mr. Mallon continued that he and Mr. Christian had a great need for administrative and clerical help in the office.

Chairman Maxwell asked what was needed to speed up the projects. Commissioner Brown stated that he believed that the issue was having an engineer of record to complete the larger projects. Chairman Maxwell stated that we needed to get the projects moving faster. He stated that we have the money and it was time to get the projects rolling out and that he wanted to see SPLOST signs all over the county.

Mr. Mallon stated that the summary of the Stormwater SPLOST there are a lot of projects that have happened and for the transportation are moving.

Commissioner Rousseau stated that he would like to have more dialogue about the Public Works organizational construct to determine if all the departments should be under his supervision and instead to expand that responsibility and allow Mr. Mallon to concentrate on some other things. He stated that he would like to look at it from that point. Mr. Rapson stated that putting the Engineer of Record in place has dramatically changed the paradigm of the department. He stated that the Board made some major decisions regarding the 2004 SPLOST and a lot of progress had been made.

Vice Chairman Ognio stated that the 2017 SPLOST was very specific and prioritized, unlike the 2004 SPLOST. He stated that the project for the 2017 SPLOST are categorized and that he saw sign going up everywhere.

Mr. Christian stated that the major goals and projects for the Engineering Department included the roundabout project at the intersection of Countyline Road, Inman Road, Northbridge Road, S. Jeff Davis Drive, East Fayetteville Bypass and to start work and set a firm schedule on any additional 2004 SPLOST project. The department's budget request included approval to utilize the transportation of the engineer of record contract for delivery of the 2004 and 2017 SPLOST projects.

Commissioner Brown stated that in regard to the East Fayetteville Bypass-SR 279 study, can the county work downstream on the East Fayetteville Bypass even though we did not have a completed design. Mr. Mallon stated yes.

Chairman Maxwell stated that he would be careful about designing a road that was not complete.

**Building & Grounds** – Engineering Director Carlos Christian also briefed the Board regarding Building and Grounds. He stated that the major goals included creation of a data base of all county facility roofs and HVAC units for future assessment and proposed replacement schedule to make future budget recommendations, the replacement of the flooring, paint in the lobby hallways of the Stonewall building, the lobby restrooms, the administration conference rooms, Planning and Zoning, Extension Office, and the Administration hallway, copy room and Board's offices. In addition, the replacement of the roof to the Stonewall Complex building. The 2019 budget request included a request to increase the contract for the roof replacement by \$200,000, the Stonewall renovation improvements at \$65,000, a yard fence for Building & Grounds Maintenance Shop at \$12,000, the Justice Center roof repair at \$6,000, repair of undermined concrete sidewalks at Justice Center for \$28,000, two vehicle replacements for a total of \$59,687 and equipment purchase of \$5,510 for a new Kesmac Sod Roller and \$5,800 for a new PJ Hauler Tilt Equipment Trailer.

Mr. Rapson stated that he would evaluate if an organizational restructure was warranted and get that back to the Board.

**Environmental Management/Solid Waste** – The major projects and goals as reported by Environmental Management Direct Vanessa Birrell included the update of the Stormwater Management Plan as required by the Environmental Protection Division (EPD), community rating system audit and Sages digital plan review and inspections. The budget request included an EMD Vehicle (\$20,198), stormwater rotary cutting attachment (\$2,200), stormwater dead animal area buzzard proofing (\$3,658),

equipment storage area security upgrade (\$1,550) and permitting system enhancements; Sages (\$18,550) which was included in the Building Safety CIP Request.

The entry level salary for the position to be filled was \$48,000 and the mid was \$56,000. Mr. Rapson stated that if he would not move anyone beyond mid-range. Ms. Birrell stated that the problem was that no one was applying.

Commissioner Rousseau asked who was responsible for the asphalt at the landfill. Ms. Birrell stated Waste Management and staff was in the process of working with Waste Management. Mr. Rapson stated that the county could terminate the contract if they do not work with staff.

Commissioner Brown inquired about plastics in soil and if she knew of anything from the State regarding that. Ms. Birrell stated no.

**Fleet Maintenance** – Public Works Director Phil Mallon reported on behalf of Fleet Manager Bill Lackey. 2019 major projects and goals included replacement of the fuel management system components, installation of security cameras, renovation of downstairs offices and parts room and implementation of metal recycling program to help offset expenses related to the purchase of tools and equipment for the shop. Budget request included replacement of fuel island/fuel management system for \$36,500 and renovation of the downstairs offices and parts room at an estimated cost of \$6,000.

Mr. Rapson pointed out the 43% of fleet vehicles were 5 years or less.

**Road Department** – Road Department Director Steve Hoffman stated that the major projects and goals consisted of the resurfacing maintenance of 25 miles of county roads, resurfacing of five miles of city/town roads, expansion of pavement preservation to reduce the overall cost of resurfacing maintenance, improve right-of-way maintenance of state routes, continuation of replacing failing Category III drainage pipes for 2017 SPLOST program, increase dirt road maintenance, ditch maintenance, pothole repair, trash pick-up along the streets, limb cutting, grass mowing, sign replacement, concrete repair and storm drain pipe replacements that are not funded through SPLOST. The budget request for 2019 included a request for an Equipment Operator I be reclassified to a Lead Mowing Equipment Operator (\$4,267 yearly impact), increase road seasonal hourly rate from \$11.90/hour to \$13.80/hour with a total yearly impact of \$18,659, two new seasonal positions at the increased hourly rate of \$13.80/hour with the total yearly impact of \$45,168, to replace existing equipment; Gradall (\$379,000) and 320 Hydraulic Excavator (\$198,400), request to fund non SPLOST pipe replacements (\$5000,000), New Equipment: Striping Machine & Trailer (\$21,432), Asphalt Recycler Patch & Tack Trailer (\$50,810), 6" Trash Pump with Hose (\$21,247), & Patch Roller #11455 (\$44,500), CIP request to construct new crew truck shed, equipment shed and dry storage shed (\$40,000), construct a secondary salt barn on the southern portion of the County at Goza Road/ Board of Education Bus Barn. Same construction as the one recently completed at the Fire Station off of SR 92 N. Total estimated cost \$18,278 and to replace 3 existing trucks #11554, #10804 & #10808 (\$90,068).

Mr. Hoffman corrected one of the slide to read, "salt barn" and not "snow barn". He stated that staff was completing the renovation of three trailers that were donated by the school board.

Commissioner Brown stated what staff was doing to audit the projects and make sure they are being cleaned afterwards. He stated that he was working on that and the changes will be noticeable.

Commissioner Rousseau stated that a formal "thank you" should be sent to the school board. He continued that the requested salary amount was reasonable and why was it being debated. Mr. Rapson stated that it was a seasonal position and that he did not think that was something he or Mr. Hoffman could do. He stated that he could put it on the agenda so that it would be included as part of the budget. Commissioner Rousseau stated yes.

Vice Chairman Ognio stated that he would like to see some limitation on the Gradall usage and to replace it with something else. Mr. Hoffman stated that coming into the job from the private sector, he would agree, however after being in the position for a while he has seen what it could do. He stated that he found that it was one of the most valuable pieces of equipment that they

have. Vice Chairman Ognio gave examples. He stated that he would like to see staff increase the number of Bobcats and not spend \$379,000 on a Gradall.

Lunch (12:07 noon – 1:00pm)

**Water System** – Water System Director Lee Pope briefed the Board that the major projects and goals for 2019 included the changing solids, removing chlorine gas, and updating SCADA system, evaluation of the implantation a Mass Meter Changeout Program to change out all meters to an AMI type system to improve efficiencies and better customer service, distributing system hydraulic modeling, evaluate interconnects with neighboring water systems, tank maintenance and evaluate the concept of developing a water conservation and education outreach center located at Starr's Mill property. The budget request for the water system included a request for a full-time Engineer at an annual cost of \$84,473, staff certifications achieved at an increase total of \$6,171, obtain an engineering consultant contract for the plant and distribution improvements, plate press solids handling for \$1,000,000, backwash return elimination of \$900,000 and sodium hypochlorite at \$500,000.

Commissioner Rousseau instructed Mr. Pope to provide, at a later time, the annual cost for the solids that he described. Mr. Pope responded to Commissioner Rousseau's question regarding the annual water report that stated that there were elements in the water. A new report was available and the water system was 100% compliant. The daily average water consumption was between 13,000,000 to 14,000,000 gallons.

Commissioner Brown stated that, in reference to Coweta County, he did not mind being an emergency water source, but taking them on as customers was another story. Mr. Rapson stated that the goal was to keep water rates down. Discussions continued regarding interconnects for Coweta County and determining the excess capacity to sell.

Chairman Maxwell asked for further details about what was being proposed at the Starr's Mill. The building itself would not be altered. Chairman Maxwell stated that he was not sure what was being proposed and that he would not vote to change anything at any of the three historical locations which included Starr's Mill.

Ms. Birrell stated that there was talk about an Environmental Education Center and there are a lot of grants available. Chairman Maxwell asked why other properties were not being considered that are not historical sites. Mr. Pope stated that it was a great place to coordinate with the municipalities.

**Marshal/Code Enforcement Office** – Chief Marshal Harold Myers presented that the major goals was to certify all members of the Marshal's Office as breath alcohol technicians, partner with the zoning department to amend the current tourist accommodation regulations, improve the visibility of the Code Enforcement Unit, improve and maintain the Marshal's website and handouts, ensure that deputies and CE Officers remain current in local and state organizations and continue to work toward their highest level of certifications, ensure the county remains compliant the GCIC Security and Awareness training for MO and IT. There were no significant budget requests.

Commissioner Brown commended the Marshal officers for attending the Water Guardian events.

**911 System** – 911 System Director Bernard Brown stated that the major goals for 911 included the completion of Phase II and initiation of Phase III of the Public Safety Radio System, the HVAC system in the equipment room, the creation of a comprehensive 3-5 year plan for the 911 Center, COOP and 911 Center's Emergency Evacuation Plan, implementation of a Mobile 911 Emergency Communications Center, the Carbyne 911 technology, the FSC and LE APCO Guide cards and continue enhancement education and advanced training of personnel. The budget request to add new 911 Carbyne Technology to the infrastructure of the 911 Center \$192,000.

A new quality control was also implemented at the 911 Center. Mr. Brown stated that the Mobile 911 Emergency Communications Center would be stored at Fire Station #2 and could be moved with the help of the fire department.



Commissioner Brown asked what the mobile unit would be "tied in to". Mr. Brown stated that the entire mobile center would be a hotspot.

**Animal Control** – Animal Control Director Jerry Collins presented the major projects and goals to put in place a TNVR policy that would work with the current County ordinance, implement a one day fostering program, maintain a 90% live release rate, develop a five-year plan to purchase new cat condos and to construct a potential adopter area that can be used as a place where citizens would be able to spend time with animals. The 2019 budget request was for a part-time Animal Adoption Counselor at \$20,293, one four-unit Stainless Steel cat condo; one per year, not to exceed \$6,000 per unit and the build of a screened area in the back of the kennel for adoption area at a cost not to exceed \$15,000.

Staff was instructed to budget for all four-unit stainless steel cat condos at once.

**EMA/Fire/EMS** – Fire Chief David Scarbrough. The 2019 major projects and goals was the construction of Fire Station #4 at McElroy Road and McDonough Road with a completion and occupancy by the fall, inspection and acceptance of two new fire apparatus for Fire Station #1 and Fire Station #5, development of ambulance and fire apparatus specifications, hiring process for new employees, firefighter safety improvement with Self Contained Breathing Apparatus. The budget request included six (6) FF/EMT staff positions (Mid-Year Implementation \$168,829 - FY2019) annual cost \$337,658 including benefits, replacement of three (3) Fire station roofs at Fire Station #1, #6 and #10 for a total cost of \$129,897, new ambulance \$321,600 and advancement of 2020 replacement ambulance, replacement of one fire apparatus pumper; one tanker and two (2) staff pickup trucks per vehicle replacement schedule.

Vice Chairman Ognio asked about the septic system at Fire Station #1. There was funds allocated in the fire five-year plan to address the septic system.

Break (2:50pm – 3:00pm)

**Building Safety** – Building Safety Director Joe Scarborough and Assistant Director Steve Tafoya  
The major projects and goals included training for permit technicians, certification of inspectors as CAL-EMA Site Assessment Personnel, Red Cross training, the redesign of the department website, permitting system enhancements, residential roofing permits, renewal of the EPD memorandum of understanding, Third Party Inspections for Board consideration, after-hours inspections for BOC consideration, development of county specific performance dashboards for permitting system, automate building statistics and census information, develop code officials roundtable, automate inspector checklist and to update all department processes. The fiscal year budget request for 2019 included a total increase of \$18,138 for staff that achieve certifications, Permitting System Enhancements (SAGES) at a total cost of \$59,050 for the following departments Building Safety \$35,000, Planning & Zoning \$5,500, and Environmental Management \$18,550 and vehicle replacement at a cost of \$25,985.

Commissioner Brown asked if the \$41,052 for the permit technician was an increase in salary. The current salary was about \$36,000. Mr. Scarborough stated that the position would require a higher level of skills and the pay would reflect that. Commissioner Brown asked if it was covered in the pay and compensation study. It was not because it was not a position.

Mr. Rapson stated that there were four positions. Two of the positions were part of the pay and classification. He stated that the permit technician was usually at a higher grade, so they are hiring someone at a lower grade and training them to be a certified tech and giving them a 10% pay increase for both positions. There were issues with hiring someone at the current rate.

**County Extension** – County Extension Coordinator/ANR Agent Kim Toal stated that the goals for the department included continuing the development of the Monarch and Butterfly trail, increase educational outreach and programming by 10%, increase 4-H participation by 10% in specialty clubs and programs, develop new 4-H specialty programs and clubs for in school and afterschool youth, utilize 4-H participants to develop countywide programs per needs assessments. The budget request was for new flooring for the office at an estimated cost of \$13,787 which was included in the Stonewall Renovation CIP request.

Mrs. Toal stated that Fayette County was named one of the top ten camping areas.

**Library** – Library Director Chris Snell briefed the Board that the goals and projects for the library included the completion of the deselection of the reference materials to ensure that the collection was current and relevant, to complete the planned 20-year old roof, to transform the reference room to a “Learning Commons” area and to complete the planned capital renovation project for the restrooms. The budget request included the request for a part-time Library Assistant I to assist in the innovation growth of community activities and engagement at an annual cost of \$20,293 and the renovation of the roof and restrooms as outlined in the existing five-year capital program.

Mrs. Snell stated the library applied for a renovation grant and was hopeful that it would be selected.

**Parks & Recreation** – Parks and Recreation Director Anita Godbee reported that the short-term goals for the Parks and Recreation was to continue to complete the existing park projects and maintain the existing parks and to continue offering a variety of classes, programs and special events. The mid-term goal was to continue the field light refurbishment program in the parks, update the security camera plan and to prioritize the order for the next phase of implementation and to update park rule signs. Long-term goals included updating the needs assessment and strategic plan and to continue to seek input from participants and citizens. Budget request was for a temporary seasonal employee during the summer for various day camp programs at an estimated \$9,947, \$45,000 for an update to the Needs Assessment and Strategic Plan, tree removal services at several parks for \$17,000, total one-time cost of \$9,000, plus \$8,300 recurring cost and the replacement of the SUV per vehicle program for \$31,000.

**Planning & Zoning** – Planning and Zoning Director Pete Frisina reported that the major projects and goals included the department working with SAGES to develop an on-line system to allow submittal of Planning and Zoning applications, leading the Local Update of Census Addresses program for the 2020 Census, working with Code Enforcement/Marshals and other departments to amend the Tourist Accommodation Regulations. Budget request include Permitting System Enhancements at \$5,500 (included in Building Safety CIP request) and replacement of carpet and paint at \$14,000 (included in Stonewall Renovation CIP request).

**ADJOURNMENT:**

Chairman Maxwell moved to adjourn the April 18, 2018 Board of Commissioners retreat. Vice Chairman Ognio seconded. The motion passed 4-0. Commissioner Rousseau was not present.

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Tameca P. White, County Clerk

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Eric K. Maxwell, Chairman

The foregoing minutes were duly approved at an official meeting of the Board of Commissioners of Fayette County, Georgia, held on the 12<sup>th</sup> day of April 2018. Referenced attachments are available upon request at the County Clerk’s Office.

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Tameca P. White, County Clerk