2015 RETREAT MINUTES
Friday, April 3, 2015
New Hope Baptist Church
South Peachtree City Campus

COMMISSIONERS PRESENT:	Charles W. Oddo, Chairman Pota Coston, Vice Chair David Barlow Steve Brown Randy Ognio
STAFF PRESENT:	Steve Rapson, County Administrator Tameca P. White, Chief Deputy Clerk Dennis Davenport, County Attorney Mary Parrott, Chief Financial Officer Ted Burgess, Purchasing Director Various Department Heads
STAFF ABSENT:	Floyd L. Jones, County Clerk

Breakfast (7:30am – 8:20am) – 50 minutes

Opening prayer was offered by Pastor Joe Pritchett of New Hope Baptist Church.

General Introductions were given beginning at 8:27 a.m. Chief Deputy Clerk Tameca White was commended for putting the retreat material together. The Commissioners were introduced to the new staff in attendance.

FY2015 FINANCIAL REVIEW
Financial Overview/Forecast (8:30am-10:00am)

1. **Governmental Funds:**
    a. *General Fund*
        i. *Property Tax*
        ii. *LOST/TAVT/Auto*
    b. *E-911 Operations Fund*
    c. *Fire Fund*
    d. *EMS Fund*
    e. *Surcharge Funds*
        i. *Jail Surcharge*
        ii. *Victim's Assistance*

Chief Financial Officer Mary Parrott and County Administrator Steve Rapson updated the Board on Fayette County's Governmental Funds by giving a general description of the Governmental Funds including revenue sources, expenses, a General Fund Classification Breakdown, Financial Projections, and the General Fund's Balance Trends for the last five years. Discussion was held on the E-911 Special Revenue Fund, the EMS Special Revenue Fund, and the Count Jail Surcharge Fund. This total discussion lasted for approximately one hour and fifteen minutes. The Board was receptive and pleased with the forecasted financial results.

2. **Proprietary Funds/CIP:**
    a. *Water System Fund*
    b. *Solid Waste Fund*
    c. *Stormwater Fund*
3. **Internal Revenue Funds:**
    a. *Workers Compensation*
    b. *Employee insurance*
4. **Tax Digest/Millage Rate History**
5. **Capital/CIP/SPLOST Projects**

Chief Financial Officer Mary Parrott, County Administrator Steve Rapson, and Chief Tax Assessor Joel Benton updated the Board on Fayette County's Proprietary Funds. This discussion included an update on the Internal Services Funds Statistics, the Tax Digest / Millage Rates Statistics, and the County's Capital/CIP/ and SPLOST Projects. The Board was receptive to staff's approach of reclassifying the CIP projects as part of the Fiscal Year 2016 Budget. Details will be provided during future budget workshops.

A copy of the Financial Overview presentation material, identified as "Attachment 1," follow these minutes and are made an official part hereof.

Break (10:00am – 10:20am) – 20 minutes

The Board took a break beginning at 10:00 a.m. and lasting until 10:30 a.m.

6. **Fayette County Water System- Capital Improvement Plan (CIP) & Update 2015**

Water System Director Lee Pope briefed the Board on the Water System's Capital Improvement Plan (CIP) and Update 2015. This discussion lasted for approximately one and a half hours. The revised Bond CIP and Fiscal Year 2015 CIP will be incorporated with a future agenda request and into the Fiscal Year 2016 Budget.

A copy of the Fayette County Water System- Capital Improvement Plan (CIP) presentation material, identified as "Attachment 2," follows these minutes and is made an official part hereof.

Lunch (11:30pm – 1:00pm) – 1 hour 30 minutes

The Board and staff took a lunch break for approximately one and a half hours.

ITEMS FOR CONSIDERATION/DISCUSSION

Defined Contribution Plan Revision (10:30am-11:30pm) – one hour

The Board returned to Retreat at approximately 1:00 p.m.

County Administrator Steve Rapson briefed the Board on a proposed Defined Contribution Plan Revision to increase employees Defined Contribution (DC) match from 2.5% to4.0% to mirror matches provided to the County's elected officials and Constitutional Officers. Mr. Rapson mentioned the proposed revision could be implemented on July 1 through a retirement plan modification. The discussion lasted for approximately six minutes.

The Board provided direction to lower the elected officials and Constitutional Officers Optional Defined Contribution Plan Match in order to bring equivalence between the Defined Contribution plan matches.

A copy of the Defined Contribution Plan Revision presentation material, identified as "Attachment 3," follows these minutes and is made an official part hereof.

Future Consideration & Direction (1:15pm-3:00pm) – 15 minutes/per

1. **Stormwater Billing Collection**

   Environmental Management Director Vanessa Birrell spoke to the Board about Stormwater Billing Collection. She said Fayette County is unique since it sends a stand-alone bill to customers. She suggested that the process for ultimately issuing bills involved extensive work for the department's staff, and she suggested that the work actually involved other County departments and staff. Mrs. Birrell provided examples of how stormwater billing is overly complicated especially with a shortage of staff. County Administrator Steve Rapson stated that the County has a different Stormwater billing process than does the City of Peachtree City and he gave a brief review of why the department was running behind. Public Works Director Phil Mallon affirmed that the billing process is too complicated, that it does not utilize staff effectively, and it frustrates citizens who want an explanation of their bill. Mrs. Birrell stated that there are two types of accounts: non-payers collectible and non-payers non-collectible. Staff recommended five solutions that would improve Stormwater Billing Collection; one of the solutions being placement of the stormwater utility fee on the 2016 annual property tax bill. The matter was discussed for approximately 40 minutes. Commissioner Coston came to the Retreat during this discussion at 1:12 p.m.

   The Board provided direction to have staff approach the Tax Commissioner to determine if the Stormwater Utility Fee can be placed on the annual property tax bill. Once staff has determined the logistics, a formal agenda item will be prepared for Board consideration and approval.

   A copy of the Stormwater Billing presentation material, identified as "Attachment 4," follows these minutes and is made an official part hereof.

2. Marshal/Code Enforcement Reorganization

Chief Marshal Harold Myers briefed the Board on the need to reorganize the Marshal's Department and the Code Enforcement Department. He suggested that the County should consolidate both departments back into the Marshal's Department. This discussion lasted for approximately 15 minutes.

The Board was in favor of consolidating the Marshal's Department and the Code Enforcement Department as part of the Fiscal Year 2016 Budget process.

A copy of the Marshal's Office presentation material, identified as "Attachment 5," follows these minutes and is made an official part hereof.

3. Fire Department – Part-time Firefighter Program

Fire Chief David Scarbrough asked the Board to consider converting six full-time positions to create eighteen part-time positions through the attrition process. He suggested this effort would help to create efficiency, would help full-time staff plan for time off, and would allow flexibility to schedule vacation, cover sick time and workers compensation, and reduce overtime. Chief Scarbrough discussed both the pros and cons with the proposed part-time program. The discussion lasted for approximately 15 minutes.

The Board was in favor of implementing six full-time positions into eighteen part-time positions during the budget process.

A copy of the Fire Department's presentation material, identified as "Attachment 6," follows these minutes and is made an official part hereof.

4. Tyrone Partnership Opportunities Update

a. *Code Enforcement*
b. *SR 74 Corridor Study Project*

County Administrator Steve Rapson and staff briefed the Board on the Town of Tyrone's proposed partnership opportunities pertaining to Code Enforcement and the State Route 74 Corridor Study Project. The Board expressed concerns about overextending the Marshal's Department with regard to the Code Enforcement proposal, and it expressed concern over the City of Fairburn's commitment to the State Route 74 Corridor Study Project. The discussion for both of the Town of Tyrone's Partnership Opportunities lasted for an aggregate of approximately 40 minutes.

The Board was receptive to consider a Code Enforcement Opportunity Intergovernmental Agreement with the Town of Tyrone on a future agenda for a formal decision.

The Board agreed to proceed with submitting the study application to the Atlanta Regional Commission for potential funding, and requested staff to receive commitment for the study from the City of Fairburn and the South Fulton CID. Once staff has a commitment from the Atlanta Regional Commission and all parties involved, a future agenda will be prepared for Board consideration and approval.

The Board took a break for about 30 minutes.

A copy of the Tyrone Partnership presentation material, identified as "Attachment 7," follows these minutes and is made an official part hereof.

5. Signature Capital Project overview

a. Links Master Plan
b. Old Fayette County Courthouse Restoration Project
c. Kenwood Park Master Plan Amendment
d. Lake Peachtree Dredging Project
e. Whitewater Creek Project

Environmental Management Director Vanessa Birrell and Ms. Pam Young, Director of Southern Conservation Trust, spoke to the Board about the Whitewater Creek Project. Mrs. Birrell and Mrs. Young also answered questions from the Board about the Whitewater Creek Project. Mrs. Birrell pointed out that this initiative would take a long time to implement, that there was a need to get easements for the project, and that connectivity would need to be studied. The conversation lasted for approximately 31 minutes.

The Board requested staff to prepare a resolution in support of the Whitewater Creek Project and for the resolution to be brought to a future Board of Commissioners meeting for consideration and approval. The Board further requested staff to study the related golf cart connectivity for properties at and south of the Starr's Mill school complex.

A copy of the Whitewater Creek presentation material, identified as "Attachment 8," follows these minutes and is made an official part hereof.

Building and Grounds Director Carlos Christian briefed the Board on the Links Master Plan that includes constructing various training facilities for the Sheriff's Office, Fire and EMS facilities, a Public Works Storage/Shop Area; frisbee, golf and walking trails, and greenspace and future development facilities. Staff then answered questions from the Board on the proposed uses. The discussion on the Links Master Plan took approximately 35 minutes.

The Board requested staff to measure the decimals anticipated with a shooting range, to have the Sheriff's Office provide further information in regard to its request for training facilities, and then to have a public meeting in order to provide the citizens with a chance to learn and to be heard concerning the proposed plans.

A copy of The Links Master Plan presentation material, identified as "Attachment 9," follows these minutes and is made an official part hereof.

Building and Grounds Director Carlos Christian briefed the Board on the Old Fayette County Courthouse Restoration Project, and he answered questions from the Board. The discussion on the Courthouse Restoration Project lasted for approximately ten minutes.

The Board requested staff to reevaluate using copper for the renovation project. The Board further agreed to continue with the repair of the historical bench at the Historical Courthouse. The Board requested for the signage at the Historic County Courthouse to be changed so that it no longer indicates that it houses the Fayette County Chamber of Commerce.

A copy of the Old Fayette County Courthouse Restoration presentation material, identified as "Attachment 10," follows these minutes and is made an official part hereof.

Building and Grounds Director Carlos Christian briefed the Board on the Kenwood Park Master Plan, and he informed the Board of current and proposed enhancement projects for the park. Mr. Christian answered questions from the Board on the projects at Kenwood Park. It was pointed out that several of the potential projects would require Board approval or direction. This conversation lasted for approximately 50 minutes.

The Board requested staff to place the proposed Phase II enhancements projects for Kenwood Park on the Recreation Commission's Agenda for consideration and approval.

A copy of the Kenwood Park Master Plan presentation material, identified as "Attachment 11," follows these minutes and is made an official part hereof.

Water System Director Lee Pope briefed the Board on the Lake Peachtree Dredging Project and answered questions from the Board. It was pointed out that the completion date for the dredging project was in mid-June, and it was suggested that the City of Peachtree City be informed of the progress. The discussion lasted for approximately three minutes.

The Board was receptive to the progress and direction on the Lake Peachtree Dredging Project.

A copy of the Lake Peachtree Dredging Project presentation material, identified as "Attachment 12," follows these minutes and is made an official part hereof.

6. Recreation Commission By-Laws Amendment

County Attorney Dennis Davenport briefed the Board on changes to the Recreation Commission By-Laws, and he stated that the changes would be placed on a future agenda. The conversation for this topic lasted less than one minute.

The Board requested that the changes for the Recreation Commission By-Laws be placed on an Agenda for consideration and approval.

A copy of the Recreation Commission By-Laws Amendment presentation material, identified as "Attachment 13, follows these minutes and is made an official part hereof.

7. Administration Policy Amendment - 100.19 Board Appointments

County Administrator Steve Rapson quickly briefed the Board on the policy amendment for Board Appointments. It was agreed that the policy be amended, that Selection Committee meetings would be publically advertised, and that the Selection Committee would provide the action agenda and minutes of each meeting. This conversation lasted for approximately two minutes.

A copy of the Administration Policy for Board Appointments presentation material, identified as "Attachment 14," follows these minutes and is made an official part hereof.

8. Open Meetings/Records/Parliamentary Procedures Overview

County Attorney Dennis Davenport provided an overview on Open Meetings/Records and Parliamentary Procedures, and he answered questions from the Board. The discussion lasted for approximately 22 minutes.

The Board requested the County Attorney to rewrite Parliamentary Procedures and to place them on a future Agenda for consideration and approval.

A copy of the Open Meetings / Records / Parliamentary Procedures Overview presentation materials, identified as "Attachment 15" follows these minutes and is made an official part hereof

Chairman & Commissioner Topics (3:15pm-Done) – 20 minutes/per

Barlow: Two year terms for Chairman of the Board of Commissioners.

Commissioner Barlow suggested that Chairmen should have two-year terms. County Attorney Dennis Davenport stated that this initiative could be accomplished in one of two ways. He said the first way was to have an agreement among the Commissioners, such as a policy, that would allow for the Chairman to serve two-year terms. Mr. Davenport stated that the policy would not be airtight, so he suggested that if this recommendation wanted to be stronger then it would need to be taken to the state legislature. The discussion lasted for approximately two minutes.

The Board tentatively decided this recommendation could be considered as an informal policy.

A copy of the Two-year terms presentation material, identified as "Attachment 16," follows these minutes and is made an official part hereof.

Brown: Process for presentation and materials on agenda items.

Commissioner Brown discussed the process for presentation and materials on agenda items. He asked if documents could be placed on the dais after the Agenda is formally published. He suggested that flexibility should be given, and he suggested that this matter should be consistently enforced. Discussion followed for approximately 37 minutes.

The Board agreed that Agenda items provided by any Commissioner- including PowerPoints- needs to be submitted by the established Agenda deadline. The Board further agreed to allow additional material to be placed on the dais after the Agenda has been published, but that material provided after the publication of the Agenda would not be placed on the screens during a Commission meeting.

A copy of the process for presentation and materials on the agenda items presentation material, identified as "Attachment 17," follows these minutes and is made an official part hereof.

Ognio: Update and Discussion on the new ethics ordinance.

Commissioner Ognio asked for an update on the new ethics ordinance. County Attorney Dennis Davenport stated that a new draft ethics ordinance had been written and he agreed to circulate the draft ordinance to the Board for an upcoming Board of Commissioners meeting.

Ognio: Discuss the "IN GOD WE TRUST" timeline to get this displayed.

Commissioner Ognio stated he would like to see action on the "In God We Trust" motto being displayed in the Public Meeting Room. Commissioner Brown said the Public Art Committee was willing to take a look at the matter. County Administrator Steve Rapson stated that staff came up with several scenarios but the Board did not like the suggestions.

The Board requested the Public Arts Committee give its suggestion at a Board of Commissioners meeting sometime around May.

A copy of the discussion on the new ethic ordinance and the "IN GOD WE TRUST" presentation material, identified as "Attachment 18," follows these minutes and is made an official part hereof.

ADJOURNMENT:

No further business came before the Board. The Board adjourned the April 3 2015 Retreat at approximately 6:15 p.m.

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Floyd L. Jones, County Clerk **Charles W. Oddo, Chairman**

The foregoing minutes were duly approved at an official meeting of the Board of Commissioners of Fayette County, Georgia, held on the 23rd day of April 2014.

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Floyd L. Jones, County Clerk