



Minutes
ADMINISTRATIVE SERVICES COMMITTEE

February 22, 2024

9:00 A.M.

Caucus Suite 204

STAFF PRESENT:

Larry Maxey, *Committee Chair, Board of Commissioners*
Allison Watters, *Committee Co-Chair, Board of Commissioners*
Jamie McCord, *County Manager*
Erin Elrod, *County Clerk, Community Services Division Director*
Susie Gass, *Committee Chief of Staff, Administrative Services Division Director*
Bill Gilliland, *Director of Purchasing*
Randy Self, *Assistant Director of Purchasing*
Kevin Brown, *IT Director*
Darryl Bowie, *Human Resources Director*
Amanda Tierce, *Assistant Finance Director-Budget/Cash Management*
Todd Wofford, *Rome-Floyd Parks and Recreation Director*
Danny Womack, *Chief Appraiser, Assessor's Office*
Jessica Sharp, *Committee Secretary, County Manager's Office*

NOT PRESENT:

Davlon Ezell, *Court Administrator*

I. Call to Order

Commissioner Larry Maxey called the meeting to Order.

II. Review Minutes from Previous Meeting

The minutes for the January 25th, 2024, meeting was approved by common consent.

III. Public Participation

None

IV. Purchasing

Assistant Director of Purchasing Randy Self stated that there are two vehicles out for bid for the water department, a large truck with a service body and a standard truck. Stated Purchasing is still working on a procurement policy. Contracts for the Emperor Stadium is executed for the temporary facilities with

BaAM and Harbor Services is pending legal review. He stated that drawings for the police department at Glenwood School are almost ready for bids. He discussed that bids had been rejected for the Brighton Water Plant Project as they were past the 60 days and that the project is currently on hold due to ongoing issues. They will re-bid with ARPA Documents. Mr. Self stated they have conducted interviews for the renovation of the historic courthouse and two companies were interviewed but a decision has yet to be made. County Manager Jamie McCord stated it would depend on how the plans for the building would be carried out and they would further discuss it at the next commission meeting and make sure the money is spent as effectively as can be. Mr. Self stated the prison fire alarm project is in the design phase and that Beth Dunay is working on the prison gym design. Stated that the cell tower HVAC project physically started this week and is moving forward. Stated the airport paving project that was put on hold should be ready for the agenda next week and that CMT notified them that the bid for the airport light and signage project is almost done. Mr. Self stated that the 6th Avenue parking bid project is back with Bennett & Pless engineers for review and should be out for bid soon. Mr. Self discussed that they were also working on quotes for a dog park at Shannon Park and that they were working on getting quotes for a sewer pump at Etowah Senior Center.

V. County Clerk

No Report.

VI. Information Technology (IT)

I.T. Director Kevin Brown stated they have finished converting prison over to SharePoint. Stated that they will be converting the jail over as well and once that is complete, they will discuss which department will be getting the update next.

VII. County Manager

a) Retirement Plan Discussion

Mr. McCord stated that they are working on the retirement plan for the county. He discussed that normal retirement age currently is sixty-five and in 2019 they made the change of early retirement being at 62 with 30 years of service with no penalty. Stated they are attempting to match the City's retirement plan as closely as possible. They are hoping to submit the plan to ACCG soon and hopefully that will take care of the county's retirement plan for a while.

VIII. Human Resources

a) Salary Adjustments for 6 Superior Court Employees

Darryl Bowie stated that Judge Niedrach is requesting salary adjustments for six superior court employees. Four of those employees are unclassified court reporters and the request is for a \$3,000 increase to their annual salary. He stated the other two requests are for the Drug Court Coordinator with an increase of \$1,030.00 annually to their salary and \$3,755.06 for the Mental Health

Coordinator that are both grant-funded by the state and the state grant has increased the salaries at the requested amounts.

b) Assistant IT Director Pay Grade Reclassification

Mr. Bowie also discussed a request from I.T. to regrade the IT Assistant Director job classification from paygrade 24 to paygrade 28. It was discussed that the new hire would be under contract to be more consistent with other department assistants.

IX. Finance

Finance Director Susie Gass stated they are currently working on 2023 unaudited financial statements, and they should be ready for review in the next few weeks pending information from the Tax Commissioners Office.

X. Court Administrator

No report.

XI. Parks and Recreation

a) Request for Special Salary Adjustment

Rome-Floyd Parks and Recreation Director Todd Wofford stated that he is requesting a special salary adjustment for a 7.5% raise for Lindsey Jones. He stated this would cover Ms. Jones for newly assigned duties involving marketing and public information as she steps into a new role as Recreation Service Manager. It was discussed that Lindsey's previous job as Special Services Manager has been posted and Mr. Wofford stated that they may have a candidate for that position.

XII. Tax Assessors

a) Update of Board of Equalization Hearings

Chief Appraiser Danny Womack stated that the Board of Equalization is still holding appeal hearings, and that they are six months later than normal, but he is hopeful they will wrap up in March. County Clerk Erin Elrod asked how this would affect the upcoming digest being set and Mr. Womack stated that they currently only have half of their staff working to complete the digest when normally appraisers would be in the field. He discussed that they are trying to prioritize fieldwork that is most valuable that takes precedence over property that isn't as pressing. He stated they would have to wait until the end of March to see where they stand so that in April, they can set their values for the next year and prepare to send out assessments in May. Stated his staff has responded well to the pressure.

b) Staffing Needs

Mr. Womack also discussed that the staffing needs aren't always consistent, and he is trying to work out if they need to hire more employees or if it is more prudent to supplement staff with private parties or contractors. He discussed he

has sixteen employees on his staff including himself and eight of them are eligible for retirement inside of ten years, and he has a few that will retire in under two years so vacancies are inevitable but with the market being fluid, the workload may not be as heavy in two years as it is currently. He stated he has been talking with a gentleman that told him there are several companies that can meet their needs, but the cost typically scares county governments away. Mr. Womack stated he would like to start discussions and get proposals with these companies as soon as possible so they can get an idea on who they could hire or contract out. Ms. Elrod asked if the county was successfully holding the values that have been appealed with the BOE and Mr. Womack stated that most of the appeals have resulted in holding the original fair market value. Ms. Elrod also asked if the market would stabilize moving forward that maybe appeals might drop off some. Mr. Womack said we might see an increase this year, but he does think that the market will stabilize and possibly drop off as well, pending some legislative changes and what that might mean for the county.

XIII. Chief of Staff Report

No report

XIV. Chair's Report

No report

XV. Other Business

None.

XVI. Adjourn

With no other business to come before the committee the meeting was adjourned.