



**Minutes
ADMINISTRATIVE SERVICES COMMITTEE**

November 17th, 2023

2:00 P.M.

Caucus Suite 204

STAFF PRESENT:

Allison Watters, *Committee Chair, Board of Commissioners*
Larry Maxey, *Committee Co-Chair, Board of Commissioners*
Susie Gass, *Committee Chief of Staff, Administrative Services Division Director*
Jamie McCord, *County Manager*
Bill Gilliland, *Director of Purchasing*
Randy Self, *Assistant Director of Purchasing*
Erin Elrod, *County Clerk, Administrative Services Division Director*
La Sonja Holcomb, *IT Director*
Darryl Bowie, *Human Resources Director*
Danny Womack, *Chief Appraiser, Tax Assessor's Office*
Todd Wofford, *Rome-Floyd Parks and Recreation Director*
Jessica Sharp, *Committee Secretary, County Manager's Office*
Lauren Chumbler, *Assistant County Clerk, County Manager's Office*

I. Call to Order

Commissioner Allison Watters called the meeting to order.

II. Review Minutes from Previous Meeting

The minutes from the September 28th meeting were approved by common consent.

III. Public Participation

IV. Purchasing

Purchasing Director Bill Gilliland stated that Timber Bids will be put forth for approval on the next agenda. Mr. Gilliland stated that the Riverside and Lindale sidewalk and handicap ramp projects are close to being finished. He stated The Brave Stadium is still in progress. Stated an RFP was put out for a human resource information system. Gilliland stated the electric vehicle has been purchased. He stated that the order bank for police cars and trucks is currently open, but it will close before a budget is approved. Mr. Gilliland stated that the

last purchasing policy was done in 2012 and needs an update. Stated they are in the middle of a bid for the water plant in Shannon. Stated there was a pre-bid meeting at the airport for the taxiway and extension. Gilliland stated that one of the best aspects of Bonfire is that when proposals and bids come in and need review by multiple people they don't have to print and send it to each party, it sends it all to them electronically. Assistant Director of Purchasing Randy Self stated there were five vendors for the Airport and with the changes to Bid Submissions they would no longer be given physical copies of the bid they can evaluate so they requested in-person bid openings, it was decided that the first Zoom bid opening will be tested on this project. Stated that cattle fencing and gates were approved at the previous Board meeting. He stated a purchase order has been sent to Bravo Fencing Company. Self stated the Agriculture Center has completed interviews for the architects and Studio 8 Designs was chosen. County Clerk Erin Elrod updated the committee on the meeting with Studio 8 Designs and how well Agriculture Center Director Kate Harman is handling the project and keeping everything moving efficiently. Self stated the HVAC units for the cell towers had been awarded to TNT commercial with ten additional units to complete the cell towers. Stated they currently have a bid out for county wide janitorial and paper products services, and it closes on November 28. Self stated an agenda item should be available for the last meeting in December to be approved for January. Mr. Self stated that HVAC maintenance for the forum has been recommended to Daikin Applied and it should be on the next meeting. Stated that a bid went out for personal supplies and clothing for the prison and jail and there is a recommendation to award it to Hard Time Products and he should have the proposal ready for the next meeting.

V. County Clerk

County Clerk Erin Elrod stated Next Request has had its contract renewed and the program has made Open Records a lot easier for the Clerk's office. Ms. Elrod stated she is expecting a large number of open record requests for the 2024 elections. Mrs. Elrod stated that records and retention has put together a policy and procedures handbook that will be given out to all departments along with training on maintaining records. County Manager Jamie McCord stated that a decision is pending on relocating the Record Retention location, the building they are currently in is in need of maintenance and the facility has been outgrown. Ms. Elrod stated the County is currently hosting a canned food drive for all departments in partnership with Journey Community Kitchen. She stated the department that brings in the most cans per capita will be awarded a free lunch. Ms. Elrod stated the county administration building is also sponsoring two foster children for Christmas.

VI. Information Technology (IT)

No report.

VII. County Manager

County Manager Jamie McCord stated that SPLOST is going to be great for the County. He stated there is still a lot of confusion and misconceptions on how SPLOST works for the County and the citizens. Mr. McCord stated they need to discuss projects that might be eligible for Bonds. Commissioner Allison Watters stated we need ongoing education on SPLOST, E-lost, and property taxes. Ms. Elrod stated Assistant County Clerk Amy Dawkins has a SPLOST page on the website with all the projects and keeps it updated. Mrs. Elrod stated videos would be a great way to keep people informed, especially now that Ms. Dawkins has gotten social media engagement up. Mrs. Elrod stated social media is a key to getting more information out, including internal press releases as well as having Department Heads send Ms. Dawkins information when they have update within their departments. He stated interviews for an engineer are complete, there were two qualified candidates and recommendations will be made for the next meeting. Mr. McCord stated Elections Director Akyn Beck did a good job with elections this year and stated she would be doing an election for the Merit Board in December.

VIII. Human Resources

a. Tax Appraiser III Reclassification

Human Resources Director Darryl Bowie stated there was a request to reclassify an existing position of Real Estate Appraiser II paygrade 13 nonexempt and reclassifying it to a Real Estate Appraiser III position, Paygrade 16 nonexempt. Mr. McCord stated it could be brought to the board on the November 28th meeting. He stated he will get with Mr. Bowie and Chief Tax Appraiser Danny Womack about the backpay.

IX. Finance

Finance Director Susie Gass stated that financials will be ready after Thanksgiving. Ms. Gass stated that finance has been busy with two new hires and four current employees received promotions so they're all learning new things. Stated that the 2024 Budget is being worked on, revenues are tight, and finance is looking at things closely and are waiting on the numbers from Property Taxes. She stated the budget will be adopted in January and not in December of this year. Mr. McCord stated that utility numbers have not come in yet. Mr. McCord stated that Chief Appraiser Danny Womack got us in compliance with the State. Mr. Womack stated Utilities has 60 days to pay their bills.

X. Court Administrator

Mr. McCord stated he spoke to Judge Niedrach and everything is good as of now. Mr. McCord stated that there is a contract for the Law Enforcement Center and the courts to look at space.

XI. Parks and Recreation

Parks and Recreation Director Todd Wofford stated the Lock and Dam gate is the last project they are working on as they are having problems finding a company that will charge the credit or debit cards to open the gates that will work with the Wi-Fi. Mr. Wofford stated they are working with the Sheriff on issues getting security from the City, County and the Sheriff's Office after hours for games. Mr. Wofford stated the Sheriff is working on pay and making games part of their regular shifts. Stated they are also doing Santa for Seniors to help approximately 100 seniors for Christmas.

Mr. Wofford stated the ice-skating rink is ready to open to sponsors on Sunday, November 19^h and open to the general public on Monday the 20th. Stated in December West End sold 600 bands to their students and their families. Mr. Wofford stated that Sandy Davis contacted him about a scholarship fund for five kids who have never played for Parks and Recreation to encourage new players.

XII. Tax Assessors

Chief Appraiser Danny Womack stated appeals should be over in March of 2024 which is three months later than it has ever been. Mr. Womack stated this year there were 2,700 appeals compared to the average 1,100.

XIII. Chief of Staff Report

No report

XIV. Chair's Report

XV. Other Business

XVI. Adjourn

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