



I.

**General Administration Committee
Tuesday, May 27, 2008
Minutes**

The City of Rome General Administration Committee met at 11:00 A.M. on Tuesday, May 27, 2008 in the Carnegie Meeting Room. Members present:

Commissioner Jamie Doss (Chairman)
Commissioner Milton Slack
Rita Odom, Human Resources Director
Joe Smith, City Clerk

Commissioner Bill Fricks
John Bennett, City Manager
Sheree Shore, Finance Director
Tammie Carver, Recording Secretary

Absent: Jason Lovett

Chairman Jamie Doss called the meeting to order at 11:10 A.M. Chairman Jamie Doss welcomed everyone to the meeting

I. Minutes

The minutes of March 25, 2008 meeting were approved as submitted by consensus vote.

II. New Business

Ordinance to Amend Alcohol Code Section 14-3

Joe Smith said that the Trolley now falls under Public Works and Kirk Milam made a suggestion for an amendment to be made to include the Trolley in the Alcohol Code which allows alcohol in certain City locations. Since the Trolley is used for wedding receptions and parties, Mr. Milam would like it added to the code so it would be legal to have alcohol on board. Commissioner Doss questioned if someone fell from the Trolley intoxicated could we be held liable. Rita Odom and John Bennett both replied that we could still be held liable if someone fell whether they were intoxicated or not. The City Trolley has been added on page 3 in bold in Alcohol Code Section 14-3. Commissioner Doss questioned if it would be breaking any state laws. Joe Smith said that he had not checked with the City Attorney but it is allowed on charter buses. The driver is not allowed to drink, only passengers. Commissioner Fricks made a MOTION to

approve amendment, Commissioner Slack seconded. **MOTION PASSED.** The first reading on the ordinance will be placed the next City Commissioner agenda.

GMEBS Beneficiary Change Allowing Multiple Beneficiaries

Joe Smith said that we had made a request to GMEBS to allow multiple beneficiaries on our retirement. Currently you can make one primary beneficiary and one secondary beneficiary on retirement. A lot of employees name their child has the secondary beneficiary but many have more than one child. Mr. Bennett said that he initiated the request to allow multiple beneficiaries after speaking with an attorney regarding his will. The change makes a lot of sense and Mr. Bennett and Mrs. Odom said if it applies to primary than it can easily be applied to secondary. There is no additional cost to the plan. An example is employee's wife was primary and both were killed in an accident then it goes to the secondary beneficiary. It does not matter what is in the will it depends on the retirement plan beneficiary assignment. The beneficiary does not need to be a family member. The benefit is calculated on the oldest beneficiary life expectancy and will cease when the oldest beneficiary dies. If there are two joint beneficiaries they would receive the same amount. If the youngest beneficiary dies their money goes away. Commissioner Slack made a MOTION to accept the change. Commissioner Fricks seconded. **MOTION PASSED.**

III. Old Business

Diversity Task Force

John Bennett reported that the Task Force has not met since the last General Administration meeting. Mr. Bennett said that Lila Guerra, Department of Labor Representative who works with the Hispanic community came to the last Diversity meeting and gave a lot of insight. Mrs. Odom asked why Hispanic would not apply for Police Officers positions; Mrs. Guerra said that being that they were taught to be scared of Police Officers. We hired a minority from Wheeler's for the IT Department which is a higher paid position. Mr. Bennett said that we are looking at ways to penetrate the school systems and we have created a contact list of organizations and churches to reach minorities. Mr. Bennett said that the Diversity Task Force is an employee committee and it has taken some work to get them to open up with him in the meetings. Mr. Bennett said that Commissioners are invited to visit a meeting but that some of the employees may feel intimidated with their presence. We currently have a Hispanic female Police Officer that is getting certified to be an interpreter for the court system. The court system now requires that all interpreters be certified before they will use them.

IV. Golf - (Reports Attached)

Tom Reilly said April had some bad weather which hurt but all in all beat revenues from 2007. He explained that green fees went down but memberships went up. Two issues that they are dealing with are weather and the problems with the greens from last year. It is hard to get people to return after the poor shape of Greens 1 & 6 from last year. A positive note is that the golf course looks fantastic now; Greens 1 & 6 looks good even though they are not consistent with

the other 16 greens. Green 1 looks like it will be salvaged but Green 6 is called Palm Beach green because of the Pollyanna grass. The greens now roll which helps the course and it looks the best it has in a while due to Chris Snyder's hard work. The course is receiving compliments now compared to complaints in the beginning.

Operations shows the Golf Shop revenues in line, Food & Beverage had a pretty good month almost breaking even and they are slowly lowering the cost of goods. May has had some bad weather that washed out two good days. Memorial Day weekend averaged about 120-150 golfers per day which is an improvement. Today (Tuesday, May 27th) is actually busier than the weekend. Horseleg has opened back up and are charging about \$1 more than our rate with a Player's card. In April, Stonebridge offered anyone that bought a Player's card to play free for the day of their purchase. Tom explained that the Activity Card Fees and Dues are lumped together in their P&L. Revenues are down in Green Fees and Driving Range but some money is still to be allocated to Driving Range from Shorter College and the local high schools. He also said that the Driving Range pass that had been sold stopped for some reason and now they are selling again which should help the bottom number.

Commissioner Doss questioned if they are making any changes due to budget crunch. Mr. Reilly said that they rescinded their request for capital, they are also looking at a salaried position that may have value but duties could be utilized by another position. Their labor force is very lean at the present time. Commissioner Doss said that one of the other Commissioners had asked if there was going to be a Rome Day like last year with reduced rates. Mr. Reilly said that it could be done possibly when golfers are not at highest rate. Joe Smith said that he had heard complaints on the cost of food. Mr. Reilly said they are currently charging \$2.50 for a 20 oz. coke, \$1.00 for a fountain drink. Food prices are always going to cost more but they have created "combo" meal that includes cheeseburger, fry and drink for \$6.50. Mr. Reilly said there was also a corporate deal with Pepsi which hurts because people request Coke products. Commissioner Slack said that six guys had complained in the past about the conditions of the course but now are very complimentary about the shape of the course. Commissioner Doss thanked Mr. Reilly for keeping them informed of the situation at the course.

VI. IT Reports -

Jason Lovett is on vacation.

VII. Miscellaneous Reports - (Reports Attached)

Human Resources Reports

Rita Odom said the Personnel Activity report shows 3 new hires processed during April along with 5 terminations. Mrs. Odom said that we currently under a hiring freeze. We have 13 temporary employees being utilized which works well in the Street Department. We have 3 people on FMLA one of which is out and one that is intermittent. The Street Department is down about 17 positions currently. They are entering cutting season so will have to look at adding some either temporary employees or filling some of the vacant positions. We currently

have 2 FMLA due to Worker's comp and 3 employees still on military leave. The Separation Report shows that our critical years still remain the 0-3 year time frame for retaining employees. This year out of 23 terminations, 16 have fell in that category. The firefighter that terminated went to Coosa Valley Tech to head up their Fire Science program. Turnover by Category shows a breakdown by race and gender as to new hires and terminations. We processed 96 new hires and 80 terminations for 2006. The report shows for 2007 that we processed 74 new hires and 74 terminations. We were starting to feel a slow down in 2007 as far as hiring. Mr. Bennett said one interesting fact is even though Fire has more people than Police; they have less turnover. Mrs. Odom said that the new report is broken down by sworn and civilian employees for Police; Fire is broken down by certified and non-certified. The Vacancy report shows where the vacancies are currently and how long they have been open. Mrs. Odom reminded everyone that some of those positions listed may not be budgeted from one year to the next so when you see the bottom line savings of \$1491921.66 that it may not give a true picture. Turnover by Department shows where the turnovers are occurring and reflects their years of service.

Educational Reimbursement shows that we paid \$4643 out of the \$7,649 that was requested. Mrs. Odom said that would probably be changing a little bit since the program is being affected by the budget cuts. Since Police and Fire positions require educational requirements for future promotion, they will still be eligible for the program. Commissioner Doss questioned what it meant and Mr. Bennett and Mrs. Odom advised that we have frozen the program at this time. Commissioner Doss would like to see it continue because it is employees that are wanting to better themselves. Mrs. Odom said that they have considered that when things improve for those who continue their college education maybe eligible for a portion of their expenses reimbursed. Mrs. Odom said that we currently have 15 that are pursuing their education that are not going thru the reimbursement program. She explained that there are other alternatives to help pay for their education and employees will be forced to look for other funding sources.

Group Health Claims are up \$258,892 over this time last year. We are still holding our own but claims are definitely up. We are hoping that we will be ahead of the game at the end of the year but fear that it will not be as good as in the past. Commissioner Doss questioned if the figure was skewed towards any certain department. Mrs. Odom explained due to HIPAA, we are not allowed to know which employee has medical problems or to what extent unless they tell themselves.

Rita Odom said that we are going to "kick start" the Wellness program. She currently has proposals from Floyd Medical and Redmond Regional regarding the Wellness program. We are looking at having a Wellness Coach (RN) for 20 hours per week that would go out and take blood pressure and monitor certain employee health issues. The coach would have access to medical information and will be able to monitor thru the year.

Risk Management Reports – (Reports Attached)

Bottom Line Reports show that Claims are up 25%, Vehicle Accidents are down 9% and General Liability accidents are down 0% which should be even. Worker Compensation payments are down 48%, Runoff payments are down 100%, Vehicle payments are down 58% and General

Liability Accident payments are down 3%. We settled a worker compensation claim this past week and it will be reflected in next month's reports. The next report shows the claims by department and description of claim. Employee Injuries by Type shows what type of claims and the number of claims in that category.

Miscellaneous Reports (Reports attached)

Tammie Carver reported 100 training hours for April bringing the YTD total to 1019.5 which is down from last year due to NIMS requirements. Mrs. Odom said that NIMS had been revamped and we would be working on it in the near future. For the month of April we had 43 Volunteer hours.

The meeting was adjourned at 12:20PM.

Respectfully submitted,

Tammie Carver
Recording Secretary