

Update to Board Goals for 2008

Board Goals Update 11/25/08

- Meet or exceed roll back requirements for valuation growth of properties **(Done)**
- Support opportunities for privatization **(On Call Contracts as an example – Done and Continuing to look for other opportunities)**
- Provide funding support for public safety and essential services – **(Done)**
- Provide funding support for quality of life functions meeting a return on investment standard – **(Done for County operations and process of reduction implemented for non/not for profit entities)**

Board Goals Update 11/25/08

- Achieve one countywide vision for land use (**In process**)
- Provide open, transparent, and accountable County finances and operations (**Continuing**)
- Provide outstanding customer service (**Continuing – referencing survey results and emails**)
- Maintain adequate levels of service and efficiency (**Continuing and looking for increase efficiency opportunities**)
- Combine board goals with constitutional officers goals (**Constitutional Officer Goals not solicited except in budgetary process – active communication of coordination is continuing**)
- Work with municipalities to ensure appropriate services are provided as annexations occur (**Near completion with City of Wildwood and in progress with remainder**)
- Provide buildings in appropriate spaces to serve the population (**Discussed at 11/18/08 workshop**)
- Set clear policy and direction (**Continuing**)
- Provide staff with necessary resources to achieve the board's goals (**Continuing**)

Board Goals for 2009

Board Goals for 2009

- Meet or exceed roll back requirements for valuation growth of properties
- Support opportunities for privatization
- Provide funding support for public safety and essential services
- Provide funding support for quality of life
County functions meeting a return on investment standard

2009 Board Goals (Continued)

- Achieve one countywide vision for land use
- Provide open, transparent, and accountable County finances and operations
- Provide outstanding customer service
- Maintain adequate levels of service and efficiency
- Combine board goals with constitutional officers goals
- Work with municipalities to ensure appropriate services are provided as annexations occur
- Provide buildings in appropriate spaces to serve the population
- Set clear policy and direction
- Provide staff with necessary resources to achieve the board's goals

County Administrator Goals Update to FY 07/08

County Organizational Goals FY 07/08

- Administration

- Formal Budget Policies Adopted by 12/07 **(Done)**
- Meet the FY 08/09 Budget Calendar Deadlines **(Shift due to Property Appraiser Certification but otherwise met deadlines)**
- Standardize department level financial reporting by 12/07 **(50% complete at 12/07 and 90% complete at 11/08-new budget software will make it 100% complete)**
- Present centralized purchasing plan to Board by 2/08 **(Complete at 9/08 adoption)**
- Submit the Annual Report by 1/08 for Board approval **(Complete at 8/08)**
- Provide an Imaging Plan during the FY 08/09 budget process **(Done-Implementing in stages)**
- Provide agenda software recommendations for the FY 08/09 budget process **(Done)**
- Provide analysis of transition of sick and vacation time to personal time off and the caps for leave sell back for the FY 08/09 budget process **(Scheduled for 1/20/09 Workshop)**
- Implement GIS department and division levels for users and coordinate the improvement of the parcel data with the Property Appraiser's Office by 1/08 **(Incomplete due to Property Appraiser not executing MOA)**
- Complete a Safety Manual by 5/08 **(Done – 12/08)**
- Establish the documents and process for approval for the FY 08/09 budget for the Lake Panasoffkee MSBU for canal cleanouts **(Done – 12/08)**
- Prepare for Property Tax Reduction Implications **(Done and reworking for FY 09/10 now)**
- Manage the varying construction projects: Jail, Judicial, Fire, Animal Shelter, etc. **(Ongoing)**

County Organizational Goals

- Community Services
 - Identify and address ADA issues with all buildings by 9/08 (Done)
 - Construct or rehabilitate 15 residences through SHIP and the CDBG recently approved (In process)
 - Contract maintenance services in lieu of increasing staffing for building maintenance
 - Electrical by 11/07 (Done)
 - Plumbing by 12/07 (Done)
 - Roofing by 12/07 (Done)
 - Landscaping by 12/07 (Done)
 - HVAC by 12/07 (Incomplete but in process for bidding)

County Organizational Goals

- Public Works
 - Bid and complete repairs under contract for the C-48 bridge over the Withlacoochee River **(Done)**
 - Bid and commence construction for C-475 (2005) SCOP project **(Pending SWFWMD final permit decision)**
 - Complete right-of-way acquisition for bid and substantially complete the CR 616 (2002) SCOP project **(Done)**
 - Prepare RFP for the design of C-470 (2008) SCOP project and commence design **(Done)**
 - Bid and complete the C-470 and CR 417 drainage improvement project **(Contract awarded and NTP provided for C-470 and CR 417 drainage is done)**
 - Complete design and land acquisition for C-468 from phase 1 south of SR 44 to the Florida Turnpike **(Land acquisition has 1 property owner remaining)**
 - Improve the safety training for employees **(Done and improving)**
 - Evaluate the patching program by 1/08 **(Done)**

County Organizational Goals

- Fire
 - Update SOG and Policies due to the mixed paid on call system **(Done)**
 - Implement the Fire Prevention Ordinance **(Done)**
 - Complete the fire station projects of Station 21 and 14 **(Lake Pan and Center Hill) (Station 21 Done and Station 14 pending Bldg Permit)**
 - Prepare the new fire station on C-48 in Bushnell **(1/2 Undivided Interest gained via contract with City of Bushnell)**
 - By 1/08 have the insurance billing service approved by the Board and implemented **(Done)**
 - Initiate the Fire Service Accreditation process by 1/08 **(Initiated)**
 - Establish a QA/Customer Service plan by 4/08 **(Done)**

County Organizational Goals

- Planning Department
 - Revamp the DRC by 12/07 **(Done)**
 - Implement the customer survey process by 12/07 **(Done)**
 - By 11/07 complete the zoning districts and use standards final draft for internal review **(Done)**
 - By 11/07 complete a draft business plan of the proposed “consolidated planning department” **(Done)**
 - By 10/08 complete the rewrite of the land development regulations for Board approval **(Purposely Delayed due to interlocal negotiations and work with proposed “consolidated cities”)**
 - By 4/08 complete the road impact fee study **(2nd presentation 2/17/08 Workshop)**
 - By 11/07 transmit the public schools facilities element to the Comprehensive Plan to DCA **(Done and approved by DCA)**
 - By 10/08 implement activities to improve the County’s community rating system for flood protection **(Done and continuing)**

County Organizational Goals

- Building Services
 - By 12/07 implement the customer service survey (**Done**)
 - Provide a recommendation for having a Special Master in lieu of the Code Enforcement Board by 12/07 (**Done and implemented**)
 - Complete the building department operations manual by 1/08 (**Done**)
 - Monitor the commercial and residential plan review and inspection process for recommended changes by 4/08 (**Done and continuing- i.e. electronic permitting**)
 - For the FY 08/09 budget provide the recommendation for the online permitting (**In process**)

County Administrator

- Outreach with Employees (**Quarterly meetings**)
- Outreach with Community (**Leadership Sumter, monthly meetings with CDD/Cities, speaking engagements-Chamber, Farm Bureau Dinner, others**)
- Part 171 Interlocal Service Boundary Agreements and Countywide Visioning (**In process**)
- Budget Management (**Finding areas to improve-cash handling procedures for Animal Control, Probation, Building Inspections specifically**)
- Communication with Board (**Email, Board meetings/workshops, other**)
- Customer Service and Efficiency (**Measurements via surveys and other**)
- Overall Performance Measures (**Improvement in presentation and detail in FY 08/09 budget preparation**)

County Administrator Goals FY08/09

County Organizational Goals

- Meet the FY09/10 Budget Calendar Deadlines
- Standardize department level financial reporting by 6/09
- Submit the Annual Report by 2/09 for Board approval
- Implement New Budgeting Software for FY09/10
- Provide benefit analysis annually 1/20/09
- Complete the canal maintenance MSBU information for decision by the BOCC 8/09
- Manage the varying construction projects: Jail, Judicial (Phases I-III), Center Hill Fire Station, Bushnell Fire Station, Animal Shelter, Public Defender, and design/bidding/begin construction for Wildwood Area Service Center and Library

County Organizational Goals

- Bid and commence construction for C-475 (2005) SCOP project
- Complete right-of-way acquisition for CR139, C-466A, and C-468
- Complete the resurfacing of C-470 by 7/09
- Move to Phase II of the Fire Service Accreditation
- Complete revamp of Road Impact Fee Credit Agreements for consistency and addition of 301 project
- Complete Design & Permitting of Phase I of Morse Blvd by 6/09 and Phase II by 12/09
- Complete construction of CR528 Phase I by 12/09
- Prepare plan for PW wash treatment facility by 5/09

County Organizational Goals

- Complete the design and permit modification submission for cap of old landfill by 3/09
- Initiate striping of road up to budget amount by 2/09
- Provide a report identifying significant conflicts, issues, or problems with the Land Development Code by 3/09
- Complete the draft of the Evaluation and Appraisal Report of the Sumter County Comprehensive Plan for BOCC approval by 10/09
- Prepare a plan for countywide rezoning in FY 2009/10 by 4/09
- Provide access to all County departments to GIS data through installation of ArcReader or other appropriate means by 10/09
- Complete e-permitting implementation by 5/09

County Administrator

- Outreach with Employees (Quarterly meetings)
- Day at work with County employees (Quarterly rotation to start 1/09)
- Outreach with Community (Monthly meetings with CDD/Cities, IDA, Chamber of Commerce, and Quarterly meetings with state/federal staff start 1/09)
- Part 171 Interlocal Service Boundary Agreements and Countywide Visioning (Wildwood – 1/09, Webster – 3/09, Center Hill – 4/09, Bushnell – 6/09, and Coleman (not required – 5/09)
- Budget Management (Complete resolution to recommendations of FY07/08 audit for areas to improve)
- 5-year operational budget projections (9/09)
- Communication with Board (Email, Board meetings/workshops, monthly individual meeting to start 1/09)
- Overall Performance Measures – tie directly with budget in new software by 5/09

The Board of County Commissioners convened in regular workshop session on this Tuesday, January 20, 2009, at Bushnell, Sumter County, Florida, with the following members present to wit: Richard Hoffman, District No. 1, Douglas Gilpin, Vice Chairman, District No. 2, Michael Francis, District No. 3, Garry Breeden, Chairman, District No. 4, and Randy Mask, 2nd Vice Chairman, District No. 5. The following individuals were also present and acting in their respective official capacities: Bradley Arnold, County Administrator, John Lege, Finance Director, and Connie Webb, Deputy Clerk.

The meeting was called to order at 5:00 p.m. by Chairman Breeden.

1. BOARD GOALS

Mr. Arnold discussed the goals accomplished by the Board in 2008 and the proposed goals for 2009. ~~(012009-1)~~ There were no suggested changes or additions by the Board.

2. COUNTY BENEFITS REVIEW AND DIRECTION

Mr. Arnold discussed a PowerPoint presentation on the benefits offered to employees. ~~(012009-2)~~ This information has been provided to the Constitutional Officers for their review. Mr. Arnold explained that one of the Board's objectives is to annually review and do a comparable analysis of the benefits offered to the County employees.

Mr. Arnold explained that the actuarial report ~~(012009-3)~~ has been received regarding insurance and that it will be necessary to add to the self-insurance fund approximately \$1.2 million. This will be an impact on the 09/10 budget. Therefore, he has included some recommendations in the PowerPoint for possible consideration.

Non-insurance Benefits Comparison

Holidays – no change.

Birthday or Personal Days – no change.

Sick Leave Accrual -- There was substantial discussion on this topic. It is suggested to set the accrual cap for sick leave for existing employees at 960 hours and new employees at 480 hours. It was explained that once an employee reaches this cap, they will no longer accumulate sick leave until such time as they use leave and the total drops below the 960/480 hours. There are currently seven Board employees that have in excess of 960 hours of sick leave accrued. In discussion, Mr. Arnold explained that should the 960 hour cap be set, these seven employees would not lose their current accumulated leave but would not accrue any additional sick leave until they are below the 960 hour cap. At that time they would be allowed to earn leave until such time as they again reach the 960 hour cap. Commissioner Gilpin understands the incentive in allowing accrual of sick leave but feels that the 960 hours is excessive. Commissioner Francis feels employees should be paid when they are sick but does not think they should accrue sick leave. He would be in favor of eliminating this program for all new employees and substantially capping the accrued time for existing employees. There was a **consensus** to a degree to pursue the recommendation for further consideration.

Sick Leave Pay-Out – Currently there is a 50% payout for accrued sick leave at retirement. The recommendation is for no change for existing employees and to have only a 25% payout for accrued sick leave at retirement for new employees. Commissioner Gilpin and Commissioner Francis are interested in looking into the plan used by Marion County in comparison to what has been presented. Mr. Arnold will provide three options: (1) the one