

City of Centerville  
2019 Strategic Planning Retreat  
Day 1  
June 27, 2019

I. CALL TO ORDER AND OPENING COMMENTS

Meeting called to order by Mayor Harley at 9:00am.

Invocation given by Mayor Harley.

Present were Mayor John R. Harley, Councilman Cameron Andrews, Councilman Justin Wright, Councilman J. Micheal Evans, Councilman Edward Armijo, City Attorney Rebecca Tydings, City Clerk Krista Bedingfield, City Accountant Carol Harrison, Municipal Court Clerk Sara Caldwell, Director of Operations Mike Brumfield, Director of Marketing and Economic Development Kate Hogan, Police Chief Charles Hadden and Fire Chief Jason Jones.

II. TERMS OF ENGAGEMENT

Middle Georgia Regional Commission-Laura Mathis, Executive Director and Susan Landfried, Government Services Specialist facilitated planning retreat.

III. COUNCIL / DEPARTMENT UPDATES

- a. Mayor John Harley – Pleased everyone is here today; thanked MGRC for being here to facilitate meeting. Reminder of July 4 event- Friday June 28, please remember the poem he read at last meeting are you a “wrecker or builder”. Future of the city in front of us, this goes from encouraging new business, transit services and planning events, looking forward to hearing thoughts and aspirations from each of us.
  
- b. Councilman Cameron Andrews-continue building trust communication between Department Heads and Governing Body. Doing a good job, seasonal from time to time. Looking forward today to get all details on Fire Department construction, looking for a timeline, putting our foot down. Thanked Councilman Armijo and Councilman Evans, for taking off work, we are returning from GMA. Served on workforce development committee and attended the class- work force committee. During the class discussion about succession planning. Need to think about this down the road, where we are going with succession planning, when many of you retire.
  
- c. Councilman Justin Wright- has been a great year. Last year talked about dodging ice bergs, need to be thinking this coming year about balance, key to growth, too much growth, can be change, change can be a dirty word to most people. Got a message from Facebook inquiring how Centerville can be doing things and Warner Robins isn’t, that means a lot. Department heads do a tremendous job, thankful we are in good shape, you spend a lot of days putting out fires, find the balance between dealing with these things

that are urgent and others that are part of planning. Encouraged Governing Authority and Department Head to communicate. Anything we can do to assist, the more we collaborate together, and maintain a healthy grip on the eye where we are going.

- d. Councilman Michael Evans- “Ditto” what everyone has said so far. The things that are important to me, work together with council, have done a relatively good job. This is my pledge to you guys; will not make you look bad in public and expect the same thing. Also mentioned the succession plan that Councilman Andrews mentioned. We need to really start thinking about training and sharing knowledge. Budget management, department heads have done a great job. Liked the Facebook comment, we are not Warner Robins, we are Centerville, making our mark.
  
- e. Councilman Edward Armijo-Happy to be here this morning. Agree with everything that everyone has said this morning. Better with communication Mayor and Council and Department Heads. Leadership is important, mentoring is important, are you mentoring them to become leaders, to do what you do but to do it better, take time, you know their capabilities, servant leadership is important to embrace, look at each of you as servant leaders. Talking about all (Mayor, Council and employees) we get a lot accomplished each day by the grace of god to be able to do things. Important to remember we can’t do this alone; god is with us. The community respects what we do, we have great employees, great Mayor and Council. Focus and change, thanks to Mrs. Hogan’s leadership, branding is a great thing, vision is important. Centerville is shining has heard from other counties, cities, the things we are doing now are not by mistake, has taken a lot of work to do this. Have heard about the July 4th event on base. People are attracted to our city because what we offer, when we go into downtown development, let’s invest in our city, bring their investment to us. Thank god we are all here to do this together.

Councilman Evans- thinking about what Councilman Armijo has said, the things that are going on now are not by chance. Have been wanting to do different things, now that we have Alicia, she can handle. Not something that just happened we have planned for as a governing body, continue to move forward and provide for the citizens.

- f. City Attorney Rebecca Tydings -glad to see everyone, missed everyone, co-workers are friends, thanked Chief Jones for picking her up, planning on working 10 more years. We rely on each other, Mrs. Bedingfield is generous with staff to help assist when necessary. Looking into future, laundry list of ordinances that need to be revised, model ordinance broadband communications, telecom and broadband is pretty intensive on permitting. A list of about 8 ordinances that she will bringing to council. Personnel manual overhaul, will be working with Department Heads to provide feedback. Will be appointed President of the Local Government State Bar in September, much of work is done by virtual office and online. While this is important work, it doesn’t take away from work at the office. Informed all that she has been re-elected for another (6) year term for the Board of Trustees-Georgia Municipal Pension Board. This has helped me learn about the

programs and facilitate. Human Resource always is a big item in the city. Shout out to Mrs. Bedingfield for assisting and handling open records request; we work hard to make sure we take care of these. Mrs. Hairston and Mrs. Gamble (Police Department) also assist with open records request. Co-workers have good relationship and work well together. In the next budget review, will pursue Human Resource Certification and Robert E. Knox. Appreciates the support from Mayor and Council in training, the department of 1, seeing counterparts retiring in Perry and Warner Robins. I am proud that Centerville had a vision 17 years ago to hire full time attorney.

- g. Municipal Court Sara Caldwell- in the court, as you know we are separate but one, not a whole lot changes, there are a few things coming down the probation vs court side, attitude of more rehabilitation of more probation, complete their cases, we are not a high level court, traffic, still need to serve people trying to help vs handing down judgement. Have created a resource board, try to update for Middle Georgia, trying to help people and they are being responsive. Changed some policies, trying to be pro-active and make something of case, probationers have to show that you are seeking jobs. Changed the court calendar and has worked this year so far. There are a couple of reasons for the change, it gives more time prior to trial date. Allows opportunity to be more efficient, a lot of people being picked up on warrants. Trying to stay service oriented, and assist people moving forward, GCIC bi annual audit, March 2019, completely in compliance; new auditor this year. Judge Grube, has agreed to bring the alternate in and keep them familiar with court process; Carl Veline is alternate.

Councilman Evans liked the idea of trying to help people resources.

Councilman Armijo congratulated on her the audit.

City Attorney Tydings asked Mrs. Caldwell to let her know what they wanted to do differently and amend court services agreements.

Councilman Andrews stated he was a witness earlier this year and watched a case, we are not a small time but very professional in the way that court is run and very well organized. Encouraged everyone to come and see for themselves.

- h. City Clerk Krista Bedingfield-Mrs. Thrasher and Ms. Harmon have been working hard. Currently have collected 100% of the tax revenue (2,100,164.55) and business licenses revenue (86,270.50) that was budgeted for FY 2018-2019.

We are able to keep the collection role in house vs utilizing a 3rd party because of the hard work and due diligence of staff. They are a great asset to the office and also provide support to other departments when needed. The ladies are professional and are great with the public. I am very thankful for the additional team player, thank you again for approving the additional admin position.

Education/ Training Opportunities: Training in the coming months pertaining to: Human Resources & Worker's Compensation, and the annual clerks training in Athens

that will be held in September. Looking forward to all of them. Thank you, Mayor and Council, for the ongoing support to attend education and training opportunities.

Information Technology: Would like to put this recommendation out for future consideration by Mayor and Council. Down the road at potentially hiring of a full time IT person to help with managing servers and keeping up to date with PC upgrades; troubleshooting software and hardware issues in house. A lot of times we are trying to figure out the computer world's language and not familiar, not trained in this area, would be nice to have someone on staff that could be that main person to handle those tasks on a daily basis. Just wanting to put this out there and see if other departments think this would be an asset / necessity for their department. General discussion re: would this need to be a full time/ part time position or internship. No motion or action taken.

Elections- Wanted to provide and update on some recent changes and also recap on what will be happening in the upcoming months as in preparation for the November 5 General Election.

I learned last week that the Houston County Board of Elections Superintendent is retiring in September. They have not announced her replacement, although I feel it will be someone in house. There are a lot of wonderful people that work at board of elections and I look forward to working closely with the new superintendent. We have a wonderful relationship with HCBOE.

Mrs. Siefert and I will be completing our continuing education hours online through fire fly; SOS training web site; to maintain our certified elections certificate; 12 hours mandated to maintain certification... Mrs. Sherri Thrasher and Ms. Victoria Harmon are scheduled to attend the elections certification training July 17, 2019 class hosted by SOS in Macon, at Secretary of State's office. Once everyone has completed and passed exams the office will have a total of (4) certified election staff members.

Brunch Bill- Senate Bill 17 (authorizing the sale of alcoholic beverages for consumption on premises for an additional hour and half during the hours of 11-12:30pm- Referendum Question) - Mrs. Tydings, Mrs. Hogan and I have been working closely on the timeline and the proposed Ordinance language. The Ordinance will be presented to Mayor and Council at the July 16, 2019 Work Session for consideration; if approved will have a Special Election in conjunction with November 5, 2019 General Election ballot.

Operations Mike Brumfield- we all work together. Thanked the Mayor and Council for approving budgeted items for FY 2019-2020. A lot of things are done with very few people. We have a lot of support from Mayor and Council. A lot of things going on at this time, we have (2) treatment plants, (3) certified treatment operators and one of them is getting ready to take their exam for Class 2 water treatment operator. The guys are doing a lot with Mrs. Hogan and the park; this takes a lot of time and manpower. Encouraged Mayor and Council to come and visit the ladies in the office on cut off day. This is what makes our department work well. Every 3 years go through a sanitary survey via EPD; maintained compliance. We have great equipment, good trucks and vehicles. One of the main things coming down we need more commercial and industrial businesses in city to sell water and operate, can't explain what we do need, encouraged Mayor and Council to make time to come and visit department. General discussion re: change of classification if over 10,000 water customers. Would require that employee has 2 years hands on training under a certified operator. Mr. John Hoselton is on his

way for class 2 in the prospect of meeting that 10,000 mark, currently have approximately 9600 customers. Looking at 5-year plan, mentioned new positions that were coming up, 4 people that are certified in storm water, will probably need to hire another full-time inspector; getting it done with what we got at this time. The 5-year plan, equipment has accomplished 80% of this due to the generosity of the council. Thanked Mayor and Council the day after July 4 off as a holiday. Status on fire hydrant repairs, hydrants change out in ongoing, only 12 left, isolating hydrants so we can get these done.

- i. Economic Development and Marketing Kate Hogan- Provided the following updates: Center Park at Centerville-Funds Raised: \$76,000; Money Saved: Dirt budgeted \$260,000 we have spent \$35,000. -Integral Partners: Houston County Board of Education, Houston County Board of Commissioners. Penrose Project; Bryant Engineering and Senior Citizens.

Centerville Housing Team: (mini updates have been in my monthly reports). Continued partnership of nonprofits; 2 trainings a year.

Available Buildings and Land:

Meldino's, Rite Aid, Sunbelt (2/3 of space available), 1.1-acre pad near Del Taco, Sears/Mall Space, Property surrounding Eagle Springs residential opportunities.

Business Retention: 117 visits to businesses locally October 2016-April 2019  
Primarily working with the mall in regards to helping disseminate information; Ordinances (Pet Shop, Brunch, Food Truck, Brewery, Hotel Motel, Film, etc.).  
Pet Shop adopted 1/16/18, Brunch: Referendum this Fall, Food Truck: with Becky for review. Brewery: Not yet started. Hotel/Motel Tax: with Becky for review (4 air bnb's currently in the city limits/ possible apartment opportunities). Film: Mall is currently listed on Georgia's registry for film locations. We need to be prepared for film ordinances in conjunction with the county for opportunities like Center Park to be utilized.

Public Input Opportunities: Citizens academy mayor and council said they were interested in doing this, Spring 2020; would accept applications for only Centerville residents. Department Head would host the event. Graduation would be at a city council work session. Proactive to give residents a better understanding and education on how departments operate within the city.

- Focus Group Project: Spring 2019 50 participants
- Character Map Exercise: Spring 2019 27 participants
- Fall Fest 2018 Survey:
- Website Survey: Spring 2018 – 19 responses
- Farmer's Market Vendor Survey: Winter 2017
- City Events: (Continue to partner with Perry)
- Food Truck Friday's
- Farmer's Market
- Popcorn in the Park
- Independence Day Celebration
- Fall Festival

- Christmas Parade (New WR Parade)
- Event Manual created by Alicia in the Fall

Relationships: (BAS Survey, Census, LUCA, HCDA, Chamber, Flint, GA Power, Nonprofits, etc.)

Marketing: (Alicia, Rebrand, Website, Constant Contact, Social Media)

Constant Contact 1-year activity still needs a boost for local email addresses

Social Media Update. Rebrand going well. Website to be completed before Eggs and Issues in November.

- j. Finance City Accountant, Carol Harrison-Just finished up the FY 2019-2020 Budget and was adopted at the June 18, 2019 Council Work Session. Appreciates the Budget Committee, Council, and Department Heads. This was a lengthy process. Been with city 6.5 years. Mayor and Council vision has changed a bit; city has great events. Thanked, the Department Heads, each has a unique skill set, respect and appreciate them.

As the year comes to a close, I will be busy with recording all transactions for the June 30 year end and get ready for the annual audit starting mid-July. The Engagement letter with Nichols and Cauley to audit the City financial statements will be presented for signature and approval at the July 17th council meeting. This will be the 7th audit I have worked on with the City and each year the City has received an unmodified opinion and the audit has been submitted to the Georgia Department of Audits before the December 31 deadline. Councilman Andrews asked how many years the auditor, Nichols and Cauley audited the City's annual financial statements. Mrs. Harrison stated that Nichols and Cauley has been the City's auditor for all the years she's worked here plus 10 years before that. Councilman Andrews stated he would love to do a "Request for Proposal" for the City's audit. He said that within the training with GMA there was mention several times that an entity should change auditors every 5 years so as to get a fresh set of eyes and that each party doesn't get to comfortable with the other. He also asked if the City signed a 3 year or 5-year agreement with Nichols and Cauley and if it was too late to put out an RFP this year. City Accountant replied that she would check if 3 or 5 year and said it was late for us to put out an RFP for the June 2019 YE but we could put one out for the next audit year. It was agreed to put out a request for proposal in the spring of 2020 for the FY 2020 YE audit. Laura Mathis from the Regional Commission offered a template for the City to use for the RFP.

Also agreed that the extra admin assistant has worked out well and has alleviated some of the filling in duties when people were on vacation or sick and has given some extra time to put towards budget/accounting duties.

Also agreed with the importance of training and mentoring our employees. AP/Payroll clerk has become a member of GGFOA and expressed an interest in obtaining the Level I Finance Officer Certificate and attending the GGFOA conference. Funds were placed in the budget for her to attend the GGFOA conference and also start taking classes towards her certification. Again, with the extra Admin person in the office the work flow is covered and helps when a person is out for training.

The City will receive the tax digest summary soon and I will start working on computing the millage rate for the 2019 tax year.

Interest rates are starting to rise slightly and maybe in an effort to earn a higher interest income Mayor and Council could take a portion of the unassigned General Fund balance or unrestricted Water & Sewer net position and invest these reserves. I've looked at the Georgia I fund, Office of the State Treasurer, which is an authorized investment under Georgia law for governments. The yield for the month of May 2019 was 2.42%. Although is still low, it is higher than bank earnings. What we do now affects the future. We can revisit after the election since all signature cards will need to be changed with the new council.

- k. Police Chuck Hadden this has been a big and good year, due to the leadership, Mayor and Council and Department. Thanked Councilman Evans and Councilman Wright for their leadership over the department. Also thanked Mrs. Tydings. Only have been a department head for 2 years. Recognized Mrs. Hogan, stating she has kept the ball rolling, keeping our faces out there, loves the logo. Thanked all Department Heads for their support.

This year was bigger than last year, asked for 2 additional officers and rotation of vehicles, thanked Mayor and Council. Mentioned that the amended pay scale that was changed last year has been a big help for recruitment. Have been most of the year full staff, are able to recruit and retain officers. When he goes to command college, he is the rare person that the agency is at full staff. Thanked Mayor and Council again for the pay scale change.

Sgt Michael Welch is the assistant coordinator with GOHS; has brought this back to Centerville. Had a GOHS road check, very successful. We will be turning in a packet for GOHS grant hoping to win a new car. Sgt Welch has been the lead man. FBI is looking for us to partner with them safe street program. Began career here, as you mature, you are fighting off the wolves and protect the sheep, communicate a lot with civilians, when we are out to eat, people buy us lunch, a lot came out of Mashuga shooting. The community loves us, trust with local population is great, keeping this relationship open and going. Will be ordering new vehicle that was a total loss due to accident; officer is recovering and doing well.

- l. Fire Chief Jason Jones, save the "best" for last. Once again wanted to reiterate department head working well together and their expertise. Thanked Mayor and Council for their support and the new pay scale last year. This has helped with recruitment and retention; full staff. Good qualified people.

Succession planning and mentoring. Agrees with looking at the future. We have employees that are knowledgeable and has current staff that are training in different areas, inspections/ investigations.

This FY 2019-2020 year will be revising job descriptions for (3) positions and change to engineers. The best candidates will get those positions.

Currently working on several programs for the health and wellness grant that was awarded August 16. A healthcare event at the community room. Cancer Preventive programs: Decon program, wash gear to rid of carcinogens. Clean cab concept, thoroughly clean cabs of all apparatus, nothing goes back in, decon and clean. Nomex Hood program- face, head and necks are the most exposed, working on getting everyone at least 1 hood while the others are getting washed. All cancer preventative, using some other health and wellness for these programs.

RGIS mapping, fire hydrant mapping worked with MGRC-can bring up all information when last time fire hydrant was serviced. Color coded tags on fire hydrants and also Knox box program, can pull up building on program and businesses are listed. Most all buildings are in compliance. First agency in the county to have this program. Each building has a box that has a key to the building, save time and money, can forfeit fire and minimize damage. Mapping look into future, utilizing this for pre plan for business/ building/ how to fight the fire or hazards. Thanked the MGRC for helping with the RGIS program.

Ladder truck is in service, aerial apparatus course, do this course throughout all departments. Prevention program, Centerville Elementary, will be putting fire safe messages on water bill. Will be participating in October at the fair and also a demo day at the mall all day event, car seat check and cutting a car for extraction.

Councilman Evans reported that he had spoken to one of the Houston County volunteer fire fighters, enjoy using and looking forward to opportunities. It is a premier facility for training. Chief Jones reported there were 2 trainings in the last month. Also informed all that Chief Moulton reported that the new Warner Robins training facility will have another year before it's up and running. Their new facility will give us opportunities for "high floor level" training and elevator training.

Councilman Andrews mentioned he had spoken with former firefighter Brock Wilcher, said his job is going well. Thanked Chief Jones for implementing safety protocol. Cancer policy that you can look into, spoke with someone at GMA, will pass along information to Chief Jones. Chief Hadden recently attended a class with Fulton County Fire Chief, who talked about all of the hoops the firefighters had to jump through, to out fitting their trucks with additional gear in case they had to respond to another call.

#### IV. MIDDLE GEORGIA REGIONAL COMMISSION

- a. Review City of Centerville Community Work Program from the Comprehensive Plan and Review Middle Georgia Regional Commission Plan-provided handout. Copy attached and made part of official minutes. Public Transportation looking at down the road, partnering with WR to see where this would be beneficial in Centerville. Different types of transportation talked about on a more regional scale. Do we use the comprehensive plan; use this for every zoning decision, base line, budget conversation. regional plan and vision statement. Mayor, Council and staff all confirmed they do use the comprehensive plan.



Lunch break 11:50am-12:30p. Mayor and Council reconvened at 12:30pm.

V. ROUND ROBIN DISCUSSIONS 11:30-2:00  
(Lunch 12:00 to 12:30)

a. Department System / Department Head Communication

Department Head communication with City Council.

Mayor Harley stressed the importance of passing along information from the councilman member over department to other council members. This includes the department heads also communicating to other council members. Councilman Wright wanted clarity of expectations, difference between awareness of management style. Mayor Harley states critical issues, need to know issue, but not specifics. Councilman Evans stated this boils down to judgement, discuss with Department Head prior and depending on how extensive this is discussed and then decide if everyone needs to know. Councilman Andrews said you need to think about it and the rule should be if you know something and think everyone else would like to know then pass along information. Councilman Evans rule of thumb, daily operations does not need to be shared, however, if something out of the normal then pass this on. Mayor Harley, when employees are leaving, department head notifications.

a. Five Year Personnel Needs

What are your needs in personnel? Mrs. Harrison stated she would like for everyone when planning their budget, look at the long-term personnel needs cost, what's that additional position going to cost that department-wages, benefits etc. As we expand to other departments, what is the true cost and personnel needs over the 5 years. Mrs. Hogan stated she will work on that draft and send out next week. In addition, look at other cost for additional personnel; training. Would need to update this annually due to increase. City Attorney Tydings stated need to look if positions warranted full time or part time staff. Hiring needs re: potential employee retires. Councilman Wright mention at taking a look at possibility using inter/ to work into part time then full-time position for IT recommendation.

Succession planning, general discussion among Mayor, Council and staff. Planning for future and share knowledge.

b. Recruiting / Retention of Employees

Councilman Wright, stated some recruiting issues stem from lack of qualified applicants, do not know if we have a good solution. Mayor Harley mentioned that Mrs. Bedingfield had a great idea using a temp agency to fill 2 admin positions (city clerk's office and utilities). Mrs. Bedingfield stated they were great and the temp personnel were offered a full-time position. Also pointed out that temp agencies look for specific job types: office, clerical.

c. Policies and Procedures Update

Director of Marketing, Mrs. Hogan mentioned the future personnel manual revision discussed earlier. Would like to see maternity leave added to the manual. City Attorney Tydings said this is something she can go over, will set this in motion when she gets back

from recovery and will contact Ellarbee Thomson to get a feel what everyone else is doing. Chief Jones recommended explore use or lose annual leave and sick leave. City Attorney Tydings stated we have a leave transfer policy, worth taking a look at when revising.

d. Retirement Insurance Benefits

City Attorney Tydings began conversation, stating she serves on the GMEB board and they review various benefit packages and were tasked by Willis Towers to come up with an alternative. When retirees reach Medicare benefit age at 65, were promised prematurity Medigap plan, this has worked well. Some department heads and some employees will reach retirement age and not have met the Medicare age for benefits. Recommendation that the city consider letting retirees continue in the health insurance program, pay for employee or cost share with employee so they are eligible for continued health insurance with the city. When the employee became Medicare eligible it would terminate, this does a lot of things. People retire otherwise work past when they should retire, prevents gap in other insurance re: pre-existing condition. This would also help with retention. Seeking the "ok" to get staff to proceed with getting numbers, so the city could determine what cost would be for plan level amendment; get those specifics. This has been a long topic of discussion among department heads. This has been something we can talk about and articulate and bring before Mayor and Council. Mrs. Tydings stated if the same person retired and took a job where health insurance is provided, don't think you will keep people from retiring. They would just have to look at what their future looks like differently. Councilman Wright stated we are looking through the incorrect lens. How can we keep them from retiring? Look at how we can keep them in the best way. Cost to explore this would be split among departments. Staff to gather information and provide update to Mayor and Council.

VI. FIRE DEPARTMENT CONSTRUCTION DISCUSSION 2:00- 4:00

Jodi Nichols and David Selby, WM2A Architects present for the discussion. Chief Jones stated he would like to see a definitive time on how we want to proceed with the construction on the fire department. Mr. Selby and Mrs. Nichols provided a layout proposed plan of Fire Department. Mr. Selby stated this is a two-story building, however; the second floor is not developed, which does reflect in the cost estimate. General discussion about the building, length of building, road frontage, color of building-brick, storage areas, offices, and training room.

Councilman Wright good with the design and layout of the building.

Chief Jones stated in the design there is a separate bunker room to store equipment, appropriate ventilation, add exhaust system in the design. Mayor and Council all agree on the floor plan, layout all agree.

Mayor Harley reminded all 2 million in SPLOST for station construction. Mr. Selby reported that in the past 3 years construction cost has increased 15% each year and will continue. Money that is programmed today for 2.6 million for construction. Cost estimate for the building is 3.7 million, not including furniture, might as well round up to 4 million. There would be 1.2 short falls. City Accountant Harrison did a couple of schedules initially with financing at 3.7 million with various time frames and interest rates and a 2.6 million but would have to come up with difference. Mrs. Harrison referred back to an email from Mrs. Tydings that was sent to Mayor and Council. The

question was asked if it was the mindset of Mayor and Council to accumulate a large amount of SPLOST funds or borrow; would take 3 years to accumulate SPLOST funds. Mayor and council all agree to borrow the full amount.

Mrs. Harrison said we could borrow the full amount look at 8-year financing options. General discussion loan process, SPLOST funds to pay debt and enterprise fund money. The Enterprise Funds we have an unrestricted fund balance, 6 months of operation and another 1.5 million in reserves and probably another 1 million above that at this point and time. The intent is a SPLOST project but have a back-up plan to pay debt if SPLOST does not come as projected.

Councilman Wright asked what kind of effect would this have on future projects in SPLOST. Mrs. Harrison stated if we use 2.6 million and we had another 1.5 million of debt, it would be allocated to the SPLOST 24. Councilman Wright stated we are 1/3 of our way into Center Park, also other things that are coming there, have been talking today about fostering a downtown. Mrs. Hogan added she would like to see \$150,000 budgeted for her department for an amphitheater in the SPLOST 24.

Mrs. Harrison reported we have only received 7 payments from the SPLOST 18, however; are receiving more than the 100% of the monthly amount, and if this trend continues would be up \$ 60,000 extra each year.

Councilman Evans inquired why we would borrow full amount if we don't have to. Think about this. Mayor Harley responded, to keep pressure off other funds. Councilman Wright stated if we needed to utilize funds for other things. Mayor and Council agree with borrowing 3.7 million with 8-year loan. Councilman Evans asked again why would borrow the full amount? Mayor Harley stated this takes pressure off the money we have and future purchases. Councilman Wright stated in case of emergency would have money. Councilman Andrews stated that we have a 16-year SPLOST record.

Councilman Andrews asked how long construction will take. Mr. Selby stated with proposed July scheduling, 12 months for construction of building. Mrs. Harrison stated it will take at least 3 to 4 months to get the brick and mortar loan and closing. Director of Operations Brumfield asked if we are instructed to move forward what is the time line. Mr. Selby said we have to get engineers involved and final schematic drawing that would be another 3 months; August. Councilman Evans stated we could be lining up our financing concurrently theoretically starting in 120 days.

Motion made by Councilman Armijo to move forward with financing 3.7 million- bricks and mortar loan, final construction documents and with eye towards starting construction in 12 months under the advice of City Attorney Tydings; seconded by Councilman Andrews. Motion carried.

VII. ADJOURN – Meeting adjourned at 2:43pm.

**City of Centerville**  
**2019 Strategic Planning Retreat**  
**Day 2**  
**June 28, 2019**

I. CALL TO ORDER

Mayor Harley called meeting to order at 8:32am.

Present were Mayor John R. Harley, Councilman Cameron Andrews, Councilman Justin Wright, Councilman J. Micheal Evans, Councilman Edward Armijo, City Clerk Krista Bedingfield, City Accountant Carol Harrison, Municipal Court Clerk Sara Caldwell, Director of Operations Mike Brumfield, Director of Marketing and Economic Development Kate Hogan, Police Chief Charles Hadden and Fire Chief Jason Jones. Absent, City Attorney Rebecca Tydings.

II. REFLECTIONS ON DAY 1

Councilman Wright, great work, better sense of where we are going, continue on work today.

III. TERMS OF ENGAGEMENT (*Gentle Reminder*)

Middle Georgia Regional Commission-Laura Mathis, Executive Director and Susan Landfried, Government Services Specialist facilitated planning retreat. Mrs. Mathis reminded everyone to participate in the process and be all in.

IV. ROUND ROBIN DISCUSSION

- a. Housing Team – Director of Marketing Hogan presented update.
- Improve Existing Housing Opportunities in Centerville.
  - Address the 10 failing homes in Centerville as determined by the 2018 Housing Assessment completed by the Regional Commission.
  - Choose 1 of 5 target areas in Centerville as determined by the 2018 Housing Assessment completed by the Regional Commission.
  - Preserve “average” housing in Centerville as determined by the 2018 Housing Assessment completed by the Regional Commission.
  - Pursue Funding Sources.
  - Create Opportunities for New Homes in Centerville.
  - Affordable housing including Multi-family, Single Family, and Senior Housing.
  - Create Stronger Community Engagement for the City of Centerville.
  - Pursue Educational Outreach (Implementation Phase)
  - Cultivating Relationships pertaining to housing in Centerville (Planning Phase)

Councilman Wright stated this allows conversation about affordable housing and areas for the future; partnerships, this is a big opportunity for us, greatly increased, greatest

critics hit us early and often. One of them is now on board-Dan Carter, a big win to bring him on board.

Mrs. Hogan made recommendation to donate parcels of property to Habitat to humanity (basketball court on Scarborough Rd). Habitat humanity members do serve on Housing Team. Councilman Wright stated not only would we get 2 new homes, but will also influence neighborhood to maintain properties. All comparable sales are what the sale price for the habitat home, not a cheaper home. Put on agenda for formal presentation. Housing assessment was done in 2018, can see a large impact. Mayor and Council open to discuss. Motion made by Councilman Wright to authorize staff to provide more information at the July work session; seconded by Councilman Armijo. Motion carried. Councilman Armijo stated we are setting the standard for a small city, we have leadership and dedicated people who drive hard for what we do and we need to talk about it. The team is doing a great job and have my support.

b. Economic Development – recap from day 1.

- Center Park at Centerville:
- Funds Raised: \$76,000
- Money Saved: Dirt budgeted \$260,000 we have spent \$35,000
- Integral Partners: Houston County Board of Education; Houston County Board of Commission; Penrose Project; Bryant Engineering; Senior Citizens Centerville Housing Team: (mini

c. Business Recruitment / Attraction-

Mrs. Hogan informed all that Houston County Development Authority handle all industrial in the county, this is why she attends. A lot of times projects are too small for their office. Mrs. Angie Gheesling makes me aware of what is going on in the County and keeps me informed on what she might need. Relationship with Houston County Development Authority and Centerville is vital for the industrial development. Tax abatements, is super complicated there are restrictions, we have to make sure it would be worth it. General discussion ongoing. Recommendation by Mrs. Hogan to draft a letter to the board and Mrs. Gheesling re: Sunbelt property, to support and interested in being business partners with sunbelt. Backing the Houston County Development Authority. Houston County Galleria space, limited on sites and building for businesses. Town Center is the game changer, revitalizing downtown, tremendous opportunity for the city, this is the way the market is moving; acquisition on property. Will be taking a tax allocation district financing class in the fall to make sure we have our heads wrapped around this TAD.

Councilman Wright stated we can't be a 25-year project, we have to decide this is the way we are going and have to move, have a tremendous effect.

Mrs. Hogan stated we could have a big beautiful facility; make something we are proud of and Centerville can be a bedroom community and power house.

Director of Operations Brumfield stated Mayor and Council have to get away from being afraid of not raising taxes, you can talk about all the incentives, and this is going to fall on your backs.

Councilman Evans stated we will be moving forward one way or another.

Councilman Wright stated you have to be willing to take on a larger house payment to have a nicer place to live.

Councilman Evans stated stuff cost money.

Councilman Armijo have study done and how it will be and what it will cost, how we can afford, cost infrastructure, if we knew then we can sit back and discuss at the time where the revenue will come from.

Councilman Wright agrees, have to exhaust all options.

Mr. Brumfield stated we are lacking today infrastructure, streets need to be paved, code enforcement and Water and Sewer can't pay for all.

City Accountant Harrison informed all that she received the 2019 tax digest assessment has grown 7.8 million , which means most likely the roll back rate will be below the current 11.971 millage rate, leave it there, would not be an increase in millage rate, however would be considered increase because you didn't choose the roll back rate.

Taking advantage of the increase in the tax assessment, take into consideration.

Councilman Andrews wants to leave the city better than he found it, taxes have been good.

Councilman Andrews made motion to add item: Cancel July 2, 2019 Regular Council Meeting; seconded by Councilman Armijo. Motion carried. Motion made by Councilman Andrews to cancel July 2, 2019 regular council meeting due to only 1 item on the agenda; seconded by Councilman Wright. Motion carried.

d. Brand Implementation - Director of Marketing Hogan

- Marketing: (Rebrand, Website, Constant Contact, Social Media)
- Constant Contact 1-year activity still needs a boost for local email addresses
- Social Media Update
- Rebrand going well
- Website to be completed before Eggs and Issues in November.
- Business Cards (June 17, 2019)
- City Vehicles, Uniforms and Buildings (May 2019)
- Signatures for Emails (May 2019)
- City Flag (June 4, 2019)
- Marketing Materials: Postcards, Pens, Stationary, Legal Pads, etc. (May-Present)
- City Entry Way Update: FY20-\$20,000 (15 Street Signs, 4 Specialty)
- Internal/External Documents (June 14, 2019)

Mrs. Hogan seeking approval re: Citizens Academy. Motion made by Councilman Wright instructing Mrs. Hogan to move forward with the implementation of Citizens Academy in the Spring 2020; seconded by Councilman Evans. Motion carried.

Councilman Evans stated that "City of Ethics" logo is important to him and would like it displayed.

Councilman Wright agreed that is important, but it is a designation/ award, recommend to have a display case. Councilman Armijo also city is recognized as designation of excellence. Mrs. Hogan stated maybe a better place to display would be in a show case. "Live in the Center" is the hash tag and was created as a group.

Councilman Evans inquired about the city seal that was removed from the council chambers, where is this? Councilman Wright and Councilman Andrews both had spoken with vendor at GMA that did brass or aluminum renderings. Will look into this further to have a nice seal placed on the front of the chambers bench.

Mayor Harley asked about letterhead being changed; open to consideration. Councilman Evans stated anything official should have the city seal; leave the letterhead. All informal will encompass the brand “logo”.

e. Center Park Status and Next Steps

Mayor and Council agree with moving forward Center Park pavilion, restroom and playground out to be bid. Motion made by Councilman Andrews to move forward for RFB for separate bids Center Park pavilion, restroom and playground; seconded by Councilman Evans. Councilman Andrews inquired about rendering for projects. Mrs. Hogan informed all she had some renderings for playground and will receive some with the bid’s packets.

f. City Wide Capital Asset Plan

City Accountant Harrison recommended to all Department heads when looking at their 5-year personnel plan, as we come to the budget process, provide a snapshot of needs. This can be used as a tool to help with the budget process, cost for future, and update annually.

Planning for SPLOST future as well as annual operating budget and turn into conversations for future needs. Councilman Armijo look at what our future with equipment and operating needs.

Mrs. Harrison stated once we complete fire station all city buildings will be new and if we can put in our SPLOST, vehicles, this would help with rising cost in future of the budget. Take the big things, capital items-vehicle, large equipment out of the operating budget. Councilman Armijo recommended look at others SPLOST to see if we have the same needs.

Mr. Brumfield informed all that there is a lot of good information on the Houston county website re: SPLOST requirements.

Mayor Harley reported Perry had a real nice Fire Station, but didn’t look at manpower to operate, took time to budget for future needs. This all blends into the operation.

Motion made to add the following item to the agenda by Councilman Andrews; Home Based Business- Lucky Foods LLC; seconded by Councilman Armijo. Motion carried.

Home Based Business- Lucky Foods LLC; Motion made by Councilman Armijo to approve home based business license-Lucky Foods, LLC; seconded by Councilman Andrews. Motion carried.

Laura Mathis stated she had seen Houston County Commissioner Walker, and he wanted her to pass along his congratulation for all of the great things going on in Centerville.

V. ADJOURN

Motion made by Councilman Wright to adjourn meeting at 10:44am; seconded by Councilman Armijo. Motion carried.

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Mayor John R. Harley

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Attest by City Clerk Krista Bedingfield

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Date