

**City of Temple
Work Session
January 19th 2016, 5:30pm
Temple City Hall**

Council Members present constituting a quorum:

Lester Harmon, Mayor
Richard Bracknell
William Simmons
Howard Walden
Penny Ransom
Todd Rothwell

Council Members absent:

None.

Call to Order:

The meeting was called to order at 5:31pm by Mayor Lester Harmon.

Invocation:

The invocation was given by Mayor Lester Harmon.

New Business:

1. Report from City Administrator: Bill Osborne reviewed items with the Council in order to obtain feedback before the February 1st meeting:

Ordinance to change the water & sewer rate structure, Mr. Osborne stated that in the 2016 budget the Council included a new \$5.00 monthly base charge to residential water users, He stated that an ordinance needs to be adopted to incorporate this charge. Mr. Osborne would like for the 1st reading to be at the February 1st meeting and the 2nd reading and adoption to be later in the month. He anticipates approximately \$6700.00 in additional revenues each month, from the \$5.00 base charge.

City Clerk Recruitment: Mr. Osborne wanted to review the job notice of the City Clerk position before posting it. He had a rough draft of the job listing in this meeting's agenda book.

2. Fiscal Services: Currently the City has an agreement with Sarah Hefty, an employee of the City of Villa Rica. He has talked with the City of Villa Rica about possibly getting an Intergovernmental Agreement for fiscal services. Councilmember Ransom asked that we review the job description due to the duties being amended. Councilmember Walden asked about the agreement the City currently has with Ms. Hefty. Councilmember Walden stated he would like to talk more about any new

agreements during the work session. Mr. Walden also stated he would rather have fiscal service in house rather than depending on Villa Rica. Mr. Osborne stated that an agreement with Villa Rica could be a better approach, but we will stay the way we are now until we decide. Mr. Walden asked if the same hourly rate would apply under the Intergovernmental Agreement. Mr. Osborne advised this would have to be discussed during the process.

LWCF Recreation Grant: Howard Ray of Hughes-Ray Company, Inc., provided a brief updated report. He said he is awaiting information from State officials concerning immediate actions which the City of Temple must take as part of completion requirements for this grant, as well as concerning erosion control measures being required by the Environmental Protection Division. Councilmember Ransom asked Mr. Osborne to verify with Ms. Hefty that sufficient funds are in place to meet State requirements. Mayor Harmon asked if the City Council needed to take any action on this project not later than January 31, and Mr. Ray noted he expected an answer to that question later in the week.

City Charter: Mr. Osborne advised the Council that when the City Attorney has prepared a report on the City Charter, he will present it to the City Council.

Mr. Osborne reported that he will be meeting with Roni Tewksbury from the West Georgia Regional Library this week and will have a report ready by the February 1st meeting. GMA's Georgia Cities Week will be April 17th-23rd, and Mr. Osborne would like the City to participate in this program.

Mr. Osborne reported to the Council that some inexpensive modifications are being planned at City Hall at the teller area in order to improve security for employees who work there.

3. Report from Department Heads on 2016 Goals and Priorities: Sandra Stillwell Department Head from the Temple Senior Center, gave her list of goals and priorities to all Council Members and the Mayor. After some discussion about what was on the Senior Center's capital outlay, the most important thing Mrs. Stillwell needs is a storage building. The second item would be the cooler/freezer. Councilmember Rothwell asked Mrs. Stillwell if her equipment had regular maintenance done to it. She advised she was not aware that this was needed. Councilmember Walden said he appreciated what the Senior Center does with everything and the backpack program. Councilmember Bracknell if there is a way to add routine maintenance to the budget.

Joe Wilson, Department Head from the Temple Recreation Center, gave his list of goals and priorities to the Mayor and Council. He stated this is a list of ideas and goals that he has set for his department. The first thing would be to have one major travel ball organization host tournaments here in Temple. Second, would be to finish

up the field expansion project. Another would be lights on the fields, and Mr. Wilson stated this is already in the capital budget. Mr. Wilson would like to get rid of the trailers once used by the Police Department so this would make more room for parking, and in the future redo all the parking lots that are rough and patched, get sewer to the soccer concession area; and last would be to introduce more new sports programs. Councilmember Walden asked about the wrestling that is held sometimes on Saturday night; Mr. Wilson advised that they pay rent, Also concession money goes to the City. Councilmember Ransom asked if Mr. Osborne would see if the rental agreement that the Temple Recreation Department is using is sufficient, and, City Attorney Cade Parian advised Mr. Osborne to contact Jay Smith Lanier to get this information.

Vernon Harris of the Sewer Treatment Plant stated he has equipment that keeps breaking down; if he could get this equipment fixed and on the right track, then his budget will be great. He thanked the Mayor and Council for hiring another employee to assist him. Councilmember Ransom asked that Mr. Osborne get an updated list of vendors for Mr. Harris. Councilmember Bracknell asked that Mr. Harris get a priority list on what order to get equipment fixed, so there is a plan. Howard Ray with Hughes-Ray Company Inc. suggested that a computer program keep track of when equipment is to be replaced or repaired.

Dwayne Eberhart, Director of the Public Works Department, gave a list of goals and priorities to the Mayor and City Council. The first item on the list is a comprehensive Meter change out program. Mr. Eberhart would like to have uniformity to the meters. Second on the list is the Beautification Project grant which will enhance the Temple sign adjacent to Georgia 113 near I-20. Also, he wants to purchase new flags for the City. Councilmember Bracknell asked if he could look into how many flags we have and how many need to be replaced. Councilmember Rothwell asked if there were sufficient grant funds to repair the sign on Highway 78; Howard Ray with Hughes-Ray Company Inc. stated this grant could only be used for that one particular site. The next thing on list is Lift Station Maintenance to be done twice per year, and this is a line item in the budget for this year. Mr. Eberhart would like to add more personnel in 2017, and to be able to renovate Public Works building, including heating this building. Councilmember Ransom asked if there was a way to take care of this heating issue. Mr. Osborne stated he will take a look at this. Mr. Eberhart would like to get place brochures and informational packets at City Hall for citizens, along with welcoming packets for new citizens that move into the City of Temple. Training for City Employees would be a great thing; for example Mr. Eberhart would like flagging classes for his employees and water works classes. Councilmember Walden asked if Mr. Eberhart still has any employees that are certified to work with the inmate detail crew, and Councilmember Ransom suggested he to get with Mr. Osborne on what certifications would be needed to do this. Last on Mr. Eberhart's list would be a Spring/Fall Cleanup where citizens can bring unwanted items like couches and things to a City-designated site in order to properly dispose of them. Mr. Eberhart suggested the area behind where the old Police Department had been located, Councilmember Ransom said this could be a

part of Temple's Georgia Cities Week Program. Councilmember Bracknell asked if they have a plan developed yet for the partially completed residential subdivisions, and Mr. Eberhart stated that he and Mr. Osborne are working on this. Councilmember Walden said he appreciated what Mr. Eberhardt is doing.

Chief Craig Lee with the Temple Police Department started off with his goal for the department being to be State Accredited by 2017, and at least start the process this year. Chief Lee would like to start an Explorer program for the youth and would like a full staff by the end of year 2016. Chief Lee's priorities are for the Officers to get their body cameras, which is in the budget for this year. Two new patrol cars are to be purchased and a future project is to enclose the back part of the new Police Department building once the ATM is removed so there would be more storage space for files. Mayor Harmon asked if everything was out of the old Police Department, and Chief Lee advised he is still working on it. Councilmember Bracknell stated that storage is the biggest issue in all the departments thus far; this may need to be a priority for all. Mr. Bracknell asked Chief Lee about an additional Officer on each shift; Chief Lee stated they are seeking applications now, as well as the Investigator slot needs to be filled. Chief Lee would like to have three officers per shift instead of the two officers he currently has. Also, Chief Lee said some pay increases are needed due to promotions. Councilmember Rothwell asked about the accreditation, Chief Lee advised him that it is State Accredited and the City of Temple has never been Accredited. Councilmember Rothwell asked if there was a way to transfer some files to digital to do away with paperwork, Chief Lee advised that you have to keep hard copies on hand of certain cases. Councilmember Ransom added there is a retention schedule policy that has to be followed. Councilmember Rothwell asked if there is a uniform policy about the visible tattoos for the Police Department and Chief Lee stated that the current policy enables him to be flexible in this area.

(Note: Councilmember Ransom excused herself from the meeting at 7:29pm)
Mayor Harmon the elected officials did not need to discuss day to day operations. Councilmember Rothwell stated he thought that the SOP'S were supposed to be included at this meeting. City Attorney Parian advised that any issues with Department Heads need to go through the City Administrator and any SOP's from any Department should go through the City Administrator as well. He also advised that there will be a memo explaining these policies. Chief Lee stated that he hoped staff is most important hope to have a full staff by spring 2016; and if we can get our pay scale up with other departments in the area, this would help. Councilmember Bracknell advised to get with Mr. Osborne to go over the pay scale in the area. Chief Lee stated that if the department has not gotten anyone by end of February who already is certified, he would go ahead and send some through the Academy.

(Note: Councilmember Ransom came back to the table at 7:40pm)

City Attorney stated once again that all policies and procedures will be explained in detail in a memo that should be ready by Wednesday next week.

(Note: Councilmember Ransom left at 7:41pm)

4. Mayor and Council Closing Comments: Councilmember Bracknell wanted to say how much he appreciates each department head for a great meeting and wants to be able

to accomplish these goals and dreams together. He appreciates all the information and the great ideas.

Councilmember Walden appreciated the work session; he is hopeful that this can be done once a month to get feedback from each department.

With no further discussion at this time, the meeting was adjourned with a motion by Councilmember Bracknell and a second by Councilmember Walden at 7:44pm.

Lester Harmon, Mayor

William D. Osborne, City Clerk