

MINUTES
STRATEGIC PLANNING SESSION
OF THE PERRY CITY COUNCIL

August 30, 2021

5:00 P.M.

1. Call to Order: Mayor Randall Walker, Presiding Officer, called to order the strategic planning meeting held on August 30, 2021, at 5:00 p.m.
2. Elected Officials Present: Mayor Randall Walker; Mayor Pro Tempore Robert Jones, Council Members Riley Hunt, Joy Peterson, Willie King, Darryl Albritton*, and Phyllis Bynum-Grace.

*Council Member Darryl Albritton left the meeting at 6:24 p.m.

Elected Official Absent: None.

Staff: City Manager Lee Gilmour, City Attorney Brooke Newby, Assistant City Manager Robert Smith, and Recording Clerk, Joni Ary.

City Departmental Staffing: Chief Steve Lynn – Perry Police Department, Brenda King – Director of Administration, Mitchell Worthington – Finance Director, Annie Warren – City Clerk, Chief Lee Parker – Fire and Emergency Services, Tabitha Clark – Communications Administrator, Anya Turpin – Special Events Manager, Holly Wharton – Community Planner, Matt White – Senior Personnel Technician, Bob Taylor – Vehicle Maintenance Manager, Karen Bycenski – Personnel Manager, Mirian Arrington – Chief Court Clerk, and Val Sanders – Customer Service Manager.

Guests/Speakers: Laura Mathis and Taylor Stickels – Middle Georgia Regional Commission.

Media: None.

3. Items for Review/Discussion.

- 3a. COVID-19 restrictions policy.

Mr. Gilmour presented to Mayor and Council the City's COVID-19 restrictions policy. Mr. Gilmour stated that after assessing staff input and the Houston County's hospital systems new cases/hospitalization the following restrictions are recommended when the number of new cases equals or exceeds 112 and/or the number of hospitalizations COVID patients in Houston County hospitals equals or exceeds 33, the Administration recommends enacting the restrictions as outlined.

The COVID-19 restrictions shall be: 1) Canceling or postponing any City-sponsored special events with participation anticipated to exceed thirty (30) persons for indoor and outdoor events. 2) Canceling or postponing and City

Leisure Services programs scheduled for indoors and 3). Require indoor City activities to abide with masking and social distance CDC guidelines.

Council Member Bynum-Grace motioned to approve the COVID-19 restrictions as outlined. Council Member King seconded the motion and it carried unanimously.

3b. Consider moratorium on ice machines.

Mrs. Newby presented to Mayor and Council a request to consider a moratorium on ice machines for 120 days. Mrs. Newby asked that the wording be changed from “ice machines” to self-service vending machines.

Adopted Resolution No. 2021-35 for a moratorium on self-service vending machines for 120 days. Council Member Albritton motioned to adopt the resolution as submitted; Mayor Pro Tempore Jones seconded the motion and it carried unanimously. (*Resolution No. 2021-35 has been entered into the City’s official book of record*).

3c. Strategic Planning Process.

Ms. Laura Mathis thanked Mayor and Council for agreeing for the Middle Georgia Regional Commission to assist the City with the Strategic Planning process. Ms. Mathis stated each presenter will have 15 minutes to present.

1. Personnel.

Mr. White presented to Mayor and Council the strategic plan for the Personnel office. Mr. White outlined the mission and goals for the Personnel office and future growth areas. The mission is to provide development for staff members who provide the highest quality services to the public. The action items would be to hire one additional technician within the next 12 months and within 3 years hire an additional technician. The Personnel office will begin drafting a new personnel manual to be presented to Mayor and Council.

2. Finance.

Mr. Worthington presented to Mayor and Council the strategic plan for the finance office. Mr. Worthington outlined the areas of potential growth in the Finance Department. The action items would be to hire an Assistant Finance Director that allows dedicated staff for purchasing and treasury management. The action items are to instate an annual review of Purchasing Policy & Procedures, establish a Treasury Management Policy and formalize a City’s reserve policy.

Mayor Walker asked if there was anything Mayor and Council could do to assist with the action items to help your department be successful?

Mr. Mitchell stated that it would be to hire someone with analytical skills or get training in that field and direction from Council.

Mr. White stated that it would be to hire the additional technician and push forward policies for employees that are competitive in this new job market.

3. Administration.

Ms. King presented to Mayor and Council the mission of the Department of Administration is to provide long-term sustainability and to ensure equitable distribution of information and services. The future goals are upgrades to the telecommunications equipment, records retention, and hiring an assistant. Ms. King presented Vehicle Maintenance goals are to design and construct vehicle storage and work area, purchase and equip service vehicles, hiring two mechanics over the next five years, hiring a welder/fabricator, and ASE Certification for the department.

Mayor Walker asked if there was anything Mayor and Council could do to assist with the action items to help your department be successful?

Ms. King stated to accomplish the action items additional equipment (service truck and equipment), additional mechanic, and admin assistant are needed.

4. City Clerk.

Ms. Warren presented to Mayor and Council the mission and goals for the Office of the City Clerk are to manage and preserve the official records of the City. Some of the future goals are to index and scan Council's Deeds and Easements to an off-site repository, eSCRIBE implementation, cross-train staff to ensure long-term sustainability, co-write the records management policy/manual, conduct instructional candidate meetings, voter outreach, and civic education. Ms. Warren stated her recommendation is to hire an Assistant/Deputy City Clerk in the next 18 months.

Mayor Walker asked if there was anything Mayor and Council could do to assist with the action items to help your department be successful?

Ms. Warren stated to hire additional support for the department.

5. Municipal Court.

Mrs. Arrington reviewed with Mayor and Council the mission and goals for the Municipal Court. Mrs. Arrington stated some of the goals are improving individual access on the City's website and the clerk's office to review open records, virtual hearings, request 30-day extensions, and informational videos. Mrs. Arrington stated she is working on creating a Municipal Court FB page and setting up a Self-Help space for citizens to use. Some of the future goals within the next 2-3 years are to hire an additional full-time Clerk. One challenge in municipal court is employee burnout, recommending recruit bilingual staff, create a mental health and wellness program, and possible flexible scheduling.

Mayor Walker asked if there was anything Mayor and Council could do to assist with any items to help your department be successful?

Mrs. Arrington stated to address technology support (improving individual access to information online) and hiring bilingual staff.

6. Customer Service.

Ms. Sanders reviewed with Mayor and Council the Comprehensive Plan for Customer Service. The ability to maintain efficiency with the increased workload, staying current with technology, decrease postage costs, increase self-service payments and applications, and increase City App use for work orders. Taking ownership of interactions to arrive at a conclusion or solution for the customers. Having efficiency in billing with tower and meter maintenance, software enhancements, and billing accuracy.

Mayor Walker asked if there was anything Mayor and Council could do to assist with any items to help your department be successful?

Ms. Sanders stated clear and concise instructions and rules for customers.

7. Communications.

Ms. Clark presented to Mayor and Council the mission and goals for the Communications department. With the increased scope of work for the City departments, recommends hiring an additional staff member for website maintenance. The City increased transparency through live streaming recommends an investment in quality video and audio equipment. The City's goal for communication outreach, recommends fostering open communications with civic groups, provide information kiosks in strategic locations throughout the City.

Mayor Walker asked if there was anything Mayor and Council could do to assist with any items to help your department be successful?

Ms. Clark stated that she is in of additional staffing support with the backlog of work.

Ms. Mathis thanked the presenters and stated that the next round of presenters will be held tomorrow night.

4. Council Member Items. None.

Mayor Walker entertained a motion to go into executive session for real estate.

5. Executive Session entered at 6:28 p.m.: Council Member Hunt moved to adjourn the strategic planning meeting and enter into executive session for the purpose of real

estate acquisition. Council Member King seconded the motion and it carried unanimously.

6. Executive Session adjourned at 6:54 p.m., Strategic Planning meeting reconvened. Council adjourned the executive session held August 30, 2021 and reconvened into the strategic planning meeting.
7. Adopted Resolution No. 2021-36, stating the purpose of the executive session held on August 30, 2021, was to discuss real estate acquisition. Council Member Peterson moved to adopt a resolution stating the purpose of the executive session held on August 30, 2021, was to discuss real estate acquisition; Council Member Hunt seconded the motion and it carried unanimously. No action was taken. (*Resolution No. 2021-36 has been entered in the City's official book of record*).
8. Adjournment: There being no further business to come before Council in the strategic planning meeting held August 30, 2021, Council Member Bynum-Grace motioned to adjourn the meeting at 6:54 p.m. Mayor Pro Tempore Jones seconded the motion and it carried unanimously.