



CITY OF JONESBORO
Work Session
1859 CITY CENTER WAY
July 1, 2024 – 6:00 PM

NOTE: As set forth in the Americans with Disabilities Act of 1990, the City of Jonesboro will assist citizens with special needs given proper notice to participate in any open meetings of the City of Jonesboro. Please contact the City Clerk's Office via telephone (770-478-3800) should you need assistance.

Agenda

- I. CALL TO ORDER - MAYOR DONYA L. SARTOR**
- II. ROLL CALL - MELISSA BROOKS, CITY CLERK**
- III. MAYOR'S PRESENTATION**
 1. Mayor's Presentation on DEI&B Community Learning Project.
- IV. INVOCATION**
- V. ADOPTION OF AGENDA**
- VI. OTHER PRESENTATIONS**
 1. Presentation by Warren Sumter of Sumter Consulting Group.
- VII. PUBLIC COMMENT**
- VIII. WORK SESSION**
 1. Discussion regarding fee waiver request for Clayton County Public School Event - Arrive and Thrive at Lee Street Park on July 13, 2024.
 2. Discussion regarding fee waiver request for Clayton County Public School Event – PreK Curriculum Fair at Lee Street Park on August 24, 2024.
 3. Discussion regarding waiver and use request by Councilman Alfred Dixon / Jonesboro Youth Council for use of Lee Street Park for a movie night on July 27, 2024.
 4. Discussion regarding creation of new position within Jonesboro Police Department.
 5. Discussion regarding proposed amendments to the City of Jonesboro Personnel Policy.

6. Discussion regarding financial audit options.
7. Discussion regarding City Manager job search and consulting services.
8. Discussion regarding possible reinstitution of the City newsletter.
9. Discussion regarding a hybrid model for City Council meetings.
10. Discussion regarding current proclamation protocol and a possible new protocol for future proclamations for community initiatives.
11. Discussion regarding improving pedestrian safety on Tara Blvd, via a Pedestrian Hybrid Beacon (PHB).

IX. OTHER BUSINESS

- A. Executive Session for the purpose of discussing real estate, potential litigation, or personnel matters
- B. Consider any actions(s) if necessary based on decision(s) made in the Executive Session.

X. ADJOURNMENT

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary		Agenda Item # - 1	3.1
			COUNCIL MEETING DATE July 1, 2024	
Requesting Agency (Initiator) Office of the City Manager		Sponsor(s) Mayor Sartor		
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Mayor's Presentation on DEI&B Community Learning Project.				
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i> Mayor's Presentation				
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes Innovative Leadership				
Summary & Background <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> Mayor Sartor requested a presentation on the DEI&B (Diversity, Equity, Inclusion & Belonging) Community Learning Project.				
Fiscal Impact <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> n/a				
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> •				
Staff Recommendation <i>(Type Name, Title, Agency and Phone)</i> Tbd				

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Melissa Brooks, City Clerk	Date July, 1, 2024	
Signature	City Clerk's Office	

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary	Agenda Item # 6.1 - 1
		COUNCIL MEETING DATE July 1, 2024
Requesting Agency (Initiator) Office of the City Manager	Sponsor(s) Mayor Sartor	
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Presentation by Warren Sumter of Sumter Consulting Group.		
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i> Sumter Consulting Group Presentation		
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes Innovative Leadership		
Summary & Background <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> Warren Hutmacher of Sumter Local Government Consulting will be making a presentation to the Mayor and Council concerning his services.		
Fiscal Impact <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> n/a		
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> •		
Staff Recommendation <i>(Type Name, Title, Agency and Phone)</i> N/A		

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Melissa Brooks, City Clerk	Date July, 1, 2024	
Signature	City Clerk's Office	

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary	Agenda Item # 8.1 - 1
		COUNCIL MEETING DATE July 1, 2024
Requesting Agency (Initiator) Office of the City Manager	Sponsor(s) Community Development Director Allen	
Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.) Discussion regarding fee waiver request for Clayton County Public School Event - Arrive and Thrive at Lee Street Park on July 13, 2024.		
Requirement for Board Action (Cite specific Council policy, statute or code requirement) Arrive and Thrive Event - Lee Street Park, July 13, 2024		
Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal) Yes Community Planning, Neighborhood and Business Revitalization, Recreation, Entertainment and Leisure Opportunities		
Summary & Background (First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.) The County school system is requesting a fee waiver for a proposed event at Lee Street Park on Saturday, July 13, 2024. The event for students (but open to the public) will have the following activities: Educational Information Tables from CCPS (Around the perimeter of the park in the front) Food Trucks - Perry Career Academy Parking Lot Face Painting - Park Gaming Truck - Perry Career Academy Parking Lot New Student Registration tables for elementary, middle and high school - Lee Street Park On site registration- Perry Career Academy Parent Portal Presentation - Perry Career Academy Mathematics Activities - Lee Street Park Story time- Lee Street Park Disney Characters- Lee Street Park The large amphitheater, small amphitheater, and pavilion are requested to be used at Lee Street Park, but the school will also utilize the Perry Career Academy complex to avoid there being too much in the park. . - Food Trucks will be parked at a the Perry Career Academy - No City Staff or Police are requested. They will utilize CCPS Police. - They do need a microphone and extra garbage receptacles from the City. - 200 to 500 participants. - 8 am to 4 pm. - No alcohol.		

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Melissa Brooks, City Clerk	Date July, 1, 2024	
Signature	City Clerk's Office	

Fiscal Impact*(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*

\$3500 potential fee waiver.

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

- Sovereign Immunity in Lieu of Commercial GL Insurance - Bahyanna Russell (6-18-24)

Staff Recommendation *(Type Name, Title, Agency and Phone)***Approval**



Clayton County Public Schools

Division of Equity and Compliance

1058 Fifth Avenue • Jonesboro, Georgia 30236 • (770) 473-2700 • FAX (678) 817-3112

DR. ANTHONY W. SMITH
Interim Superintendent

DAMARIS P. GARRETT, J.D., MPA, SHRM-S
Chief, Division of Equity and Compliance

June 18, 2024

The City of Jonesboro
c/o David Allen
1859 City Center Way
Jonesboro, GA 30236

Re: Sovereign Immunity In Lieu of Commercial General Liability Insurance

To whom it may Concern:

Regarding necessary proof of liability insurance, the Clayton County School District does not maintain any commercial general liability insurance policy.

Instead, the Clayton County School District has sovereign immunity from personal injury claims, which means that the School District is immune from suit.

To explain, School Districts, like the Clayton County School District, have sovereign immunity from tort claims. Coffee Co. Sch. Dist. v. Snipes, 216 Ga. App. 293, 454 S.E. 2d 149 (1995); Morman v. Bd. Of Educ. Of Richmond Co., 218 Ga. 48, 49, 126 S.E. 2d 217 (1962). Sovereign immunity is not an affirmative defense and cannot be waived. Kelleher v. State, 187 Ga. App. 64, 369 S.E. 2d 341 (1988). The school board lacks authority to waive the board's or the school district's immunity. CSX Transp., Inc. v The City of Garden City, 277 Ga. 248, 250, 588 S.E.2d 688 (2003).

This means that when the state has granted immunity against a tort claim, then a public entity cannot lawfully pay that claim. To do so would be a gift. A school board is constitutionally prohibited from making gifts. Sheley v Bd. of Educ. for the City of Savannah and the County of Chatham, 132 Ga. App. 314, 319, 208 S.E. 2nd 126 (1974).

If you have any questions or comments, please do not hesitate to contact me.

Sincerely,

Latasha Lowe
Legal Compliance Officer

Clayton County Public Schools
www.clayton.k12.ga.us

The Clayton County Public Schools does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, marital status, or sexual orientation in any of its employment practices, educational programs, services or activities.



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

8.2

- 2

COUNCIL MEETING DATE

July 1, 2024

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Discussion regarding fee waiver request for Clayton County Public School Event – PreK Curriculum Fair at Lee Street Park on August 24, 2024.

Requirement for Board Action *(Cite specific Council policy, statute or code requirement)*

PreK Curriculum Fair- Lee Street Park, August 24, 2024

Is this Item Goal Related? *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

Yes Community Planning, Neighborhood and Business Revitalization, Recreation, Entertainment and Leisure Opportunities

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

The County school system is requesting a fee waiver for a proposed event at Lee Street Park on Saturday, August 24, 2024. The event is a PreK curriculum fair, open to the public.

The small amphitheater, pavilion, and market area are requested to be used at Lee Street Park, and some pop up tents will be temporarily used.

- Only food provided will be popcorn, water, and ice cream (free and provided by school staff).
- No City Staff or Police are requested. They will utilize CCPS Police.
- A microphone and speakers will be used.
- They need extra garbage receptacles from the City.
- About 300 participants.
- 7 am to 1 pm.
- No alcohol.
- No entertainment provided.

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

\$1690 potential fee waiver.

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

- Sovereign Immunity in Lieu of Commercial GL Insurance - Bahyanna Russell (6-18-24)

Staff Recommendation *(Type Name, Title, Agency and Phone)*

Approval

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

July, 1, 2024

Signature

City Clerk's Office



Clayton County Public Schools

Division of Equity and Compliance

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DR. ANTHONY W. SMITH
Interim Superintendent

DAMARIS P. GARRETT, J.D., MPA, SHRM-SC
Chief, Division of Equity and Compliance

June 18, 2024

The City of Jonesboro
c/o David Allen
1859 City Center Way
Jonesboro, GA 30236

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If you have any questions or comments, please do not hesitate to contact me.

Sincerely,

Latasha Lowe
Legal Compliance Officer

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CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

8.3

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COUNCIL MEETING DATE

July 1, 2024

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Councilmember A. Dixon

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Discussion regarding waiver and use request by Councilman Alfred Dixon / Jonesboro Youth Council for use of Lee Street Park for a movie night on July 27, 2024.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Movie Night - Lee Street Park, July 27, 2024

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes Community Planning, Neighborhood and Business Revitalization, Recreation, Entertainment and Leisure Opportunities

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Councilman Alfred Dixon is requesting use of the park and a fee waiver for a proposed event (movie night) at Lee Street Park on Saturday, July 27, 2024. This is intended to be the first of three movie nights for the summer of 2024.

Overview:

The Sundown Cinema Summer Movie Series is a community event hosted by Councilman Alfred Dixon, The JYCG, Jonesboro Beautification & Creative Placemaking, and Paint N Sit. Held at Lee Street Park on the fourth Saturday of July, August, and September. Our goal for The Sundown Cinema is to foster community spirit, provide family-friendly entertainment and activities for all generations, and enhance local business engagement.

● Target Audience:

- Families
- Young professionals
- Local residents
- Movie lovers
- Art Lovers

● Revenue Streams:

- Sponsorships (local businesses, larger corporations)
- Concessions (Pizza, Popcorn, Drinks, Cotton Candy)
- Vendor fees (local artisans)
- Donations (community contributions)
- Grants

● Expenses:

- Licensing fees for movies (\$1350)
- Screen on the Green (\$1725)
- Marketing and promotion (\$1500)
- Food (\$1500)
- Art Supplies (\$1500)

● Timeline:

- May:
- Finalize movie titles and secure licenses.

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

July, 1, 2024

Signature

City Clerk's Office

- Finalize marketing campaign.
- Reach out to potential sponsors and vendors.
- June:
 - Confirm sponsors and vendors.
 - Begin marketing campaign.
 - Confirm all equipment rental and supplies
- July, August, September:
 - Continue promotion.
 - Confirm all logistics and volunteer needs.
- Execute events.

● Weather and Public Safety:

- JCC Atrium (indoor backup location).
- JPD, CCPD, CCSO, CCFES, CCWA

DETAILED ITINERARY

2PM - 3:00 PM: Set Up

4:00 PM - 4:30 PM: Arrival and Welcome**

- Guests arrive and check-in.
- Distribute event itinerary

4:30 PM - 5:30 PM: Introduce the Couch, Outdoor Yard Games and activities

- Guests can participate in various outdoor yard games like cornhole, giant Jenga, and family yoga.

- Live music continues, seeing the grounds for a lively and welcoming atmosphere.

5:30 PM - 6:30 PM: Cardboard Car Painting

- Guests, especially families with children, can paint and decorate cardboard cars.
- Live music continues to play, keeping the energy high.

6:30 PM - 7:00 PM: Trivia

- Trivia game starts, with participants answering fun and challenging questions.
- Prizes will be awarded to winners.
- Painting and Live music continues.

7:00 PM - 8:00 PM: Costume Contest

- Guests participate in the costume contest, showcasing their creativity.
- Judges evaluate costumes and cardboard cars announce winners with small prizes.

Music continues

8:00 PM - 8:30 PM: Transition to Movie

- Guests start moving to the desired movie seating area.
- Final announcements and reminders are made, ensuring everyone is settled.

8:30 PM - 10:00 PM: Movie Screening

- The movie starts at approximately 8:30 PM (adjust according to sundown time).
- The film lasts for 1.5 hours, concluding around 10:00 PM.

10:00 PM - 11:00 PM: Event Conclusion

- Thank guests for attending and provide any final announcements.
- Encourage safe travel home and successful school year
- Park Cleanup

Marketing Plan

● Branding and Messaging:

- Theme: Sundown Cinema
- Tagline: The Ultimate Outdoor Movie Experience
- Visuals: Attached

● Marketing Channels:

- Social Media: Create a Facebook + Instagram.
- Regular updates and engagement posts (flyers , reels, behind-the-scenes, event footage).
- Email and phone tree

● Media:

- Press releases to local newspapers, radio stations, organizations, TV and podcast stations.
- Feature stories about the event in metro Atlanta newsletters.

● Community Outreach:

- Flyers , yard signs, and posters in local businesses, libraries, and community centers.
- Partnerships with local schools and community groups for promotion.

- Data Collection:
 - Collect email addresses via event registration to send event details, movie schedules, and highlight our sponsors and vendors.
- Promotions:
 - Community resource vendors.
 - Family package deals for local restaurants in partnership with the event.
 - **First 100 to RSVP receive SC Starter Kit.**
- Sponsor and Vendor Engagement: (Attached)
 - Create tiered sponsorship package and letter to include benefits such as logo placement on all marketing materials, shoutouts during the event.
 - Create a vendor package that includes a booth space, marketing materials, and an opportunity to engage with the community.

The July 27th movie night itself would incur \$9050 in fees, including facility rentals and required security. They are also requesting electricity, garbage cans, tables, chairs, cones, and barricades, involving public works labor as well.

According to the application, pre-packaged water, fruits, healthy snacks, and simple bites will be provided.

Other expenses:

- Licensing fees for movies (\$1350)
- Screen on the Green (\$1725)
- Marketing and promotion (\$1500)
- Food (\$1500)
- Art Supplies (\$1500)

Per the applicant:

the signed application is attached below along with the letter of intent which includes the detailed itinerary, marketing timeline, flyers that will circulate the last week of June, and expenses totaling in \$7,575 that will be covered by our generous sponsors, parents, supporters and friends of the Jonesboro Youth City Government.

As of this writing, the city has not received any formal commitments to cover these further expenses.

Also, per Councilman Dixon:

JYCG Sundown Cinema: The Ultimate Outdoor Movie Experience

I understand we share goals to work more with our business community to provide more family-friendly events that bring different generations together to build stronger community ties and spur economic growth. The Sundown Cinema Outdoor Movie Experience will help us achieve this goal. The event will take place at Lee Street Park on the fourth Saturday of each month: July 27th, August 24th, and September 21st, 2024.

No additional city funds will be used.

All expenses will be covered by sponsors and supporters of the JYCG.

The total expenses for the (3) Sundown Cinema amounts to \$7,575. This includes \$1,350 for licensing fees to legally show the selected movies and \$1,725 for renting a 25 ft projection screen, a high-quality projector, and sound equipment. Marketing and promotion costs are \$1,500, which will cover advertising through social media, local newspapers, flyers, banners, and possibly radio spots. \$1,500 is allocated for food to provide snacks and refreshments. \$1,500 is budgeted to support pre-movie art and craft activities for children and families.

Contents:

Letter of Intent

Fiscal Impact*(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*

\$9050 minimum potential fee waiver.

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

- Flyers
- Letter of Intent

Staff Recommendation *(Type Name, Title, Agency and Phone)*

Tbd

JYCG
PRESENTS



SUNDOWN CINEMA

SATURDAY, JULY 27TH

SHOWTIME AT SUNDOWN • LEE STREET PARK • JONESBORO, GA



Sundown Cinema Summer Movie Series: Letter Of Intent

Overview:

The Sundown Cinema Summer Movie Series is a community event hosted by Councilman Alfred Dixon, The JYCG, Jonesboro Beautification & Creative Placemaking, and Paint N Sit. Held at Lee Street Park on the fourth Saturday of July, August, and September. Our goal for The Sundown Cinema is to foster community spirit, provide family-friendly entertainment and activities for all generations, and enhance local business engagement.

- Target Audience:

- Families
- Young professionals
- Local residents
- Movie lovers
- Art Lovers

- Revenue Streams:

- Sponsorships (local businesses, larger corporations)
- Concessions (Pizza, Popcorn, Drinks, Cotton Candy)
- Vendor fees (local artisans)
- Donations (community contributions)
- Grants

- Expenses:

- Licensing fees for movies (\$1350)
- Screen on the Green (\$1725)
- Marketing and promotion (\$1500)
- Food (\$1500)
- Art Supplies (\$1500)

\$7575

- Timeline:

- May:
 - Finalize movie titles and secure licenses.
 - Finalize marketing campaign.
 - Reach out to potential sponsors and vendors.
- June:
 - Confirm sponsors and vendors.
 - Begin marketing campaign.
 - Confirm all equipment rental and supplies
- July, August, September:
 - Continue promotion.
 - Confirm all logistics and volunteer needs.

- Execute events.

- Weather and Public Safety:
- JCC Atrium (indoor backup location).
- JPD, CCPD, CCSO, CCFES, CCWA

DETAILED ITINERARY

2PM - 3:00 PM: Set Up

4:00 PM - 4:30 PM: Arrival and Welcome**

- Guests arrive and check-in.
- Distribute event itinerary

4:30 PM - 5:30 PM: Introduce the Couch, Outdoor Yard Games and activities

- Guests can participate in various outdoor yard games like cornhole, giant Jenga, and family yoga.
- Live music continues, setting the grounds for a lively and welcoming atmosphere.

5:30 PM - 6:30 PM: Cardboard Car Painting

- Guests, especially families with children, can paint and decorate cardboard cars.
- Live music continues to play, keeping the energy high.

6:30 PM - 7:00 PM: Trivia

- Trivia game starts, with participants answering fun and challenging questions.
- Prizes will be awarded to winners.
- Painting and Live music continues.

7:00 PM - 8:00 PM: Costume Contest

- Guests participate in the costume contest, showcasing their creativity.
- Judges evaluate costumes and cardboard cars announce winners with small prizes.
- Music continues

8:00 PM - 8:30 PM: Transition to Movie

- Guests start moving to the desired movie seating area.
- Final announcements and reminders are made, ensuring everyone is settled.

8:30 PM - 10:00 PM: Movie Screening

- The movie starts at approximately 8:30 PM (adjust according to sundown time).
- The film lasts for 1.5 hours, concluding around 10:00 PM.

10:00 PM - 11:00 PM: Event Conclusion

- Thank guests for attending and provide any final announcements.

- Encourage safe travel home and successful school year
- Park Cleanup

Marketing Plan

- Branding and Messaging:
 - Theme: Sundown Cinema
 - Tagline: The Ultimate Outdoor Movie Experience
 - Visuals: Attached
- Marketing Channels:
 - Social Media: Create a Facebook + Instagram.
 - Regular updates and engagement posts (flyers , reels, behind-the-scenes, event footage).
 - Email and phone tree
- Media:
 - Press releases to local newspapers, radio stations, organizations, TV and podcast stations.
 - Feature stories about the event in metro Atlanta newsletters.
- Community Outreach:
 - Flyers , yard signs, and posters in local businesses, libraries, and community centers.
 - Partnerships with local schools and community groups for promotion.
- Data Collection:
 - Collect email addresses via event registration to send event details, movie schedules, and highlight our sponsors and vendors.
- Promotions:
 - Community resource vendors.
 - Family package deals for local restaurants in partnership with the event.
 - **First 100 to RSVP receive SC Starter Kit.**
- Sponsor and Vendor Engagement: (Attached)
 - Create tiered sponsorship package and letter to include benefits such as logo placement on all marketing materials, shoutouts during the event.
 - Create a vendor package that includes a booth space, marketing materials, and an opportunity to engage with the community.

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary		Agenda Item # - 4	8.4
			COUNCIL MEETING DATE July 1, 2024	
Requesting Agency (Initiator) Office of the City Manager		Sponsor(s)		
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Discussion regarding creation of new position within Jonesboro Police Department.				
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i> Creation of New Position Within Jonesboro Police Department				
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes Innovative Leadership, Safety, Health and Wellbeing				
Summary & Background <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> Police Chief Todd Coyt is requesting discussion concerning the creation of a new position within Jonesboro Police Department - Assistant Police Chief. Under limited supervision, this position assists and supports the Chief of Police in the overall management and administration of the Police Department. Oversees the daily operations of the assigned divisions; may oversee major projects which support departmental infrastructure; and ensures City and departmental personnel policies and procedures are appropriately administered. Serves as an advisor to the Police Chief in matters of policy, training of officers, selection of equipment and technology systems, and personnel assignments; updates the Police Chief regarding investigations, status of projects, and personnel matters; implements the policies, philosophies and directives of the Police Chief; and acts in the absence of the Police Chief. Advises and assists in developing the departmental direction, priorities, goals and objectives to meet City, department, and community needs; assists in establishing and implementing internal departmental organization and management systems to effectively meet operating goals and objectives. The Assistant Chief of Police acts in the absence of the Police Chief.				
Fiscal Impact <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> n/a				
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> •				
Staff Recommendation <i>(Type Name, Title, Agency and Phone)</i> Tbd				

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Melissa Brooks, City Clerk	Date July, 1, 2024	
Signature	City Clerk's Office	



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

8.5

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COUNCIL MEETING DATE

July 1, 2024

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Discussion regarding proposed amendments to the City of Jonesboro Personnel Policy.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Personnel Policy Amendments

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes Innovative Leadership

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Two sections of the Jonesboro Personnel Policy have proposed amendments – Chapter IV Recruitment and Selection, Section I: Working Test Period; and Chapter XII, Section D: Personal Leave.

Chapter IV – RECRUITMENT AND SELECTION

SECTION I: WORKING TEST PERIOD

1. OBJECTIVES: The Working Test Period is an important part of the selection development and for rejecting any employee whose performance does not meet the required work standards. Any new incumbent (new hire, promoted, demoted, or transferred employee) in any position shall be required to complete a Working Test Period. Employees serving a Working Test Period do not have Grievance rights hereunder unless there is alleged discrimination because of race, age, color, creed, gender, national origin, veteran status, or disability. Newly hired employees serving a Working Test Period are not eligible to apply for other positions within the City. New employees serving a Working Test Period are not eligible to use accrued personal or sick (**remove**) leave. Unsatisfactory performance may result in either extension of the Working Test Period, upon recommendation of the appropriate hiring official, or dismissal. The City Council delegates to the Mayor or City Manager the power to terminate the employment of any employee of the city for unsatisfactory completion of the Working Test Period, including those positions listed in Section 3.10 of the Charter.

2. DURATION: The Working Test Period shall normally be ~~six (6) months~~ (**ninety (90) days**) in duration. Working Test Periods may be longer if they are tied to certification or educational attainment. Supervisors may extend the Working Test Period, with approval of the Mayor and City Manager, up to ninety (90) days maximum. Completion of the Working Test Period does not guarantee continued employment.

3. EVALUATION OF PERFORMANCE: After an employee has completed half (~~three months~~) (**forty-five days**) of the Working Test Period, the Department Director should complete a progress report/performance appraisal on the employee's work and submit the form to the City Manager, with the written opinion of the employee's supervisor as to whether the employee's services have been satisfactory. During the Working Test Period, the employee's supervisor should advise the employee when the employee is not performing satisfactorily. At least ten (10) days prior to the expiration of an employee's Working Test Period, the Department Director should notify the Mayor in writing whether or not an employee is expected to satisfactorily complete the Working Test Period.

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

July, 1, 2024

Signature

City Clerk's Office

SECTION D: PERSONAL LEAVE

2. ELIGIBILITY: All full-time regular employees shall be entitled to earn and accrue personal leave. An employee must complete ~~six (6) months~~ **ninety (90) days** of continuous service before being eligible to take accrued personal leave. Personal leave will accrue retroactive to the individual's employment date. Part-time regular employees and temporary/seasonal accrual are not eligible for accrual of leave.

6. PAYMENT FOR UNUSED LEAVE: Pay in lieu of accrued personal leave **up to a maximum of eighty (80) hours** is authorized when an employee is separated from employment by resignation, dismissal **(remove)**, death, disability, or retirement. The accrued personal leave of an employee who dies in the service of the City shall be paid to the estate of said employee.

~~Provided that funds are available, the Mayor can authorize payment for any portion of unused accrued personal leave at any time during the fiscal year.~~ **(remove)**

Fiscal Impact*(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*

n/a

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

- Personnel Policy Change Recommendations 06-18-24

Staff Recommendation *(Type Name, Title, Agency and Phone)***Approval**

PERSONNEL POLICY CHANGE RECOMMENDATIONS

Chapter IV – RECRUITMENT AND SELECTION

SECTION I: WORKING TEST PERIOD

1. OBJECTIVES: The Working Test Period is an important part of the selection development and for rejecting any employee whose performance does not meet the required work standards. Any new incumbent (new hire, promoted, demoted, or transferred employee) in any position shall be required to complete a Working Test Period. Employees serving a Working Test Period do not have Grievance rights hereunder unless there is alleged discrimination because of race, age, color, creed, gender, national origin, veteran status, or disability. Newly hired employees serving a Working Test Period are not eligible to apply for other positions within the City. New employees serving a Working Test Period are not eligible to use accrued personal or sick **(remove)** leave. Unsatisfactory performance may result in either extension of the Working Test Period, upon recommendation of the appropriate hiring official, or dismissal. The City Council delegates to the Mayor or City Manager the power to terminate the employment of any employee of the city for unsatisfactory completion of the Working Test Period, including those positions listed in Section 3.10 of the Charter.

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CHAPTER XII

SECTION D: PERSONAL LEAVE

2. ELIGIBILITY: All full-time regular employees shall be entitled to earn and accrue personal leave. An employee must complete ~~six (6) months~~ **ninety (90) days** of continuous service before being eligible to take accrued personal leave. Personal leave will accrue retroactive to the individual's employment date. Part-time regular employees and temporary/seasonal accrual are not eligible for accrual of leave.

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~~Provided that funds are available, the Mayor can authorize payment for any portion of unused accrued personal leave at any time during the fiscal year. (remove)~~

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary	Agenda Item # - 6	8.6
	COUNCIL MEETING DATE July 1, 2024		
Requesting Agency (Initiator) Office of the City Manager	Sponsor(s) Community Development Director Allen		
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Discussion regarding financial audit options.			
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i> Financial Audit Options			
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes Innovative Leadership			
Summary & Background <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> During the Financial Report portion of the June 10 th Council meeting, the Council amended the agenda to add an item – “Consideration and Action on hiring Eberhart LLC for the purpose of conducting a financial audit.” The approved amount at the time was not to exceed \$4999. The Mayor and Finance Director then contacted Guy Eberhardt from the firm, and he later followed up with the following: <u>June 18</u> <i>Mayor Sartor,</i> <i>I am reviewing with my attorney whether it would be in my best interest to accept this engagement. In addition, I don't see how I can review 6 months of transactions in 10-12 bank accounts and the related postings in 12 different fund's books, in 25 billing hours.</i> <i>I will let you know later this week what I've decided.</i> <i>Thank you,</i> <i>Guy Eberhardt</i> <u>June 20</u> <i>Mayor Sartor,</i> <i>I'm sorry but I will not be able to accept the engagement from the City of Jonesboro. My suggestion would be to ask the current auditors to add on to their audit engagement. They are familiar with the books and bank accounts and would take less time getting up to speed.</i> <i>Thank you.</i> <i>Guy Eberhardt</i> At this point, there is no forensic auditor (separate from our regular auditors) as the majority of Council desired on June 10 th .			
Fiscal Impact <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Melissa Brooks, City Clerk	Date July, 1, 2024	
Signature	City Clerk's Office	

To Be Determined

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

-

Staff Recommendation (Type Name, Title, Agency and Phone)

Tbd

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary	Agenda Item # - 7
		COUNCIL MEETING DATE July 1, 2024
Requesting Agency (Initiator) Office of the City Manager	Sponsor(s) Mayor Sartor	
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Discussion regarding City Manager job search and consulting services.		
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i> City Manager Job Search and Consulting Services		
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes Innovative Leadership		
Summary & Background <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> Mayor Sartor is requesting discussion regarding updates to the City Manager job search and possible consulting services to aid in the search.		
Fiscal Impact <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> n/a		
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> •		
Staff Recommendation <i>(Type Name, Title, Agency and Phone)</i> Tbd		

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Melissa Brooks, City Clerk	Date July, 1, 2024	
Signature	City Clerk's Office	

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary	Agenda Item # <b style="color: red;">- 8	8.8
		COUNCIL MEETING DATE July 1, 2024	
Requesting Agency (Initiator) Office of the City Manager		Sponsor(s) Councilmember A. Dixon	
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Discussion regarding possible reinstitution of the City newsletter.			
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i> City Newsletter			
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes Community Planning, Neighborhood and Business Revitalization			
Summary & Background <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> Councilman Alfred Dixon has expressed a desire for a regular City newsletter again. <i style="color: red;">Our current approach to reaching, connecting, and engaging all community members can be greatly improved. I propose revisiting the newsletter (bilingual) to include upcoming opportunities for citizen participation, meetings, events, assistance, and to design it in a way that encourages community feedback.</i> The newsletter (once a regular monthly occurrence) was only sporadically done in 2023, due to budget cuts and staff workload considerations. Note: Councilman Dixon's desire for a bilingual newsletter (two newsletters created and distributed each time) could potentially double the costs.			
Fiscal Impact <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> To Be Determined			
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> •			
Staff Recommendation <i>(Type Name, Title, Agency and Phone)</i> Tbd			

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Melissa Brooks, City Clerk	Date July, 1, 2024	
Signature	City Clerk's Office	

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary	Agenda Item # - 9
		COUNCIL MEETING DATE July 1, 2024
Requesting Agency (Initiator) Office of the City Manager	Sponsor(s) Councilmember A. Dixon	
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Discussion regarding a hybrid model for City Council meetings.		
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i> Hybrid Meeting Model		
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes Innovative Leadership		
Summary & Background <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> Councilman Alfred Dixon is requesting the exploration of a possible “hybrid” meeting model for future City Council meetings. <i>To increase and encourage more public participation in city council meetings, I propose adopting a hybrid model that allows for virtual attendance and comments with components that are accessible to individuals with disabilities.</i>		
Fiscal Impact <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> To Be Determined		
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> •		
Staff Recommendation <i>(Type Name, Title, Agency and Phone)</i> Tbd		

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Melissa Brooks, City Clerk	Date July, 1, 2024	
Signature	City Clerk's Office	

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary		Agenda Item # 8.10 - 10
			COUNCIL MEETING DATE July 1, 2024
Requesting Agency (Initiator) Office of the City Manager		Sponsor(s) Councilmember A. Dixon	
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Discussion regarding current proclamation protocol and a possible new protocol for future proclamations for community initiatives.			
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i> Proclamation Protocol			
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes Community Planning, Neighborhood and Business Revitalization			
Summary & Background <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> Councilman Alfred Dixon requested discussion regarding current proclamation protocol and a possible new protocol for future proclamations for community initiatives.			
Fiscal Impact <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> N/a			
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> •			
Staff Recommendation <i>(Type Name, Title, Agency and Phone)</i> Tbd			

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Melissa Brooks, City Clerk	Date July, 1, 2024	
Signature	City Clerk's Office	



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

8.11

- 11

COUNCIL MEETING DATE

July 1, 2024

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Councilmember A. Dixon

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Discussion regarding improving pedestrian safety on Tara Blvd, via a Pedestrian Hybrid Beacon (PHB).

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Pedestrian Hybrid Beacon - Tara Blvd

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes Safety, Health and Wellbeing

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Councilman Alfred Dixon is proposing a PHB (Pedestrian Hybrid Beacon) on a portion of Tara Blvd between the North Avenue / Tara Blvd signalized intersection and the Hwy. 138 Spur / Tara Blvd intersection (see enclosed map).

Pedestrian Safety- Install a Pedestrian Hybrid Beacon on Tara Blvd

- To improve pedestrian safety on Tara Blvd, I propose installing a Pedestrian Hybrid Beacon (PHB), which will provide a controlled crossing point and alert drivers to stop when pedestrians are present.

The PHB will enhance safety, reduce pedestrian accidents, and ensure efficient traffic flow with lower installation and maintenance costs compared to traditional traffic signals.

Location: Kroger intersection (Potato Factory) and Tara Hill

Per the enclosed flyer:

A Pedestrian Hybrid Beacon head consists of two red lenses above a single yellow lens. Unlike a traffic signal, the PHB rests in dark until a pedestrian activates it via pushbutton or other form of detection. When activated, the beacon displays a sequence of flashing and solid lights that indicate the pedestrian walk interval and when it is safe for drivers to proceed (see figure on back page).

The PHB is often considered for installation at locations where pedestrians need to cross and vehicle speeds or volumes are high, but traffic signal warrants are not met. These devices have been successfully used at school crossings, parks, senior centers, and other pedestrian crossings on multilane streets. PHBs are typically installed at the side of the road or on mast arms over midblock pedestrian crossings.

This would have to involve GDOT.

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

\$21,000 to \$128,000, with an average per unit cost of \$57,680

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, City Clerk

Date

July, 1, 2024

Signature

City Clerk's Office

- Map
- Flyer

Staff Recommendation *(Type Name, Title, Agency and Phone)*

Tbd



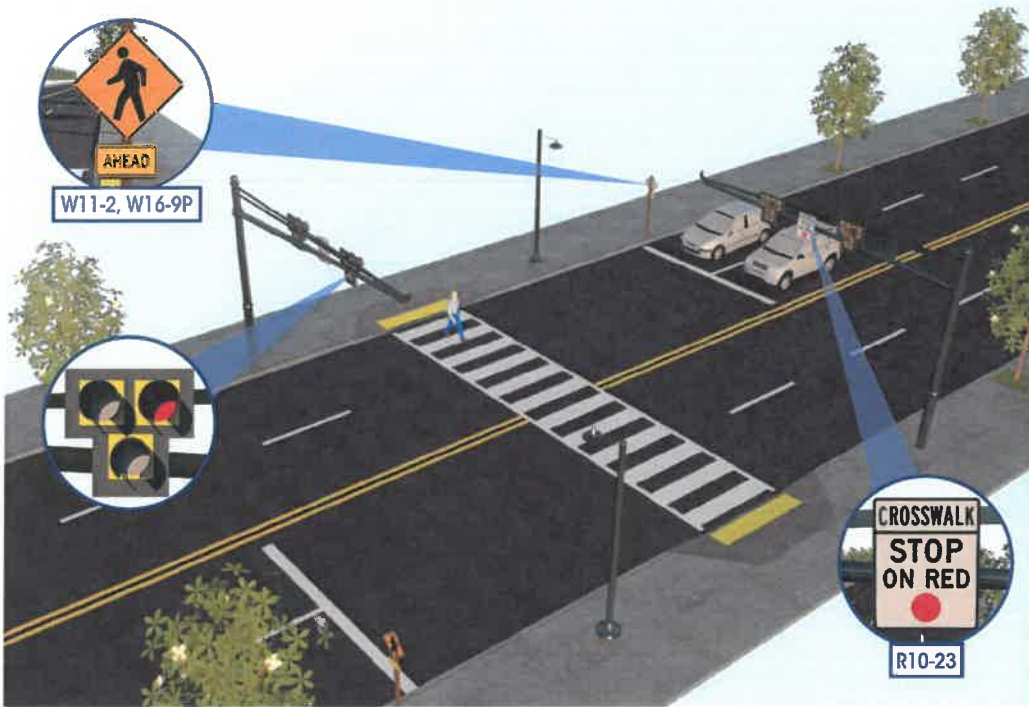
Imagery ©2024 Airbus, Maxar Technologies, Map data ©2024 100 ft

Intersection

Pedestrian Hybrid Beacon (PHB)

SAFE TRANSPORTATION FOR EVERY PEDESTRIAN

COUNTERMEASURE TECH SHEET



 High speeds and multiple lanes of traffic create challenges for pedestrians crossing at unsignalized locations.

 PHBs can warn and control traffic at unsignalized locations and assist pedestrians in crossing a street or highway at a marked crosswalk.

PHBs can reduce pedestrian crashes by
55%



FEATURES:

- Beacons stop all lanes of traffic, which can reduce pedestrian crashes.

OFTEN USED WITH:

- High-visibility crosswalk markings
- Raised islands
- Advance STOP or YIELD signs and markings

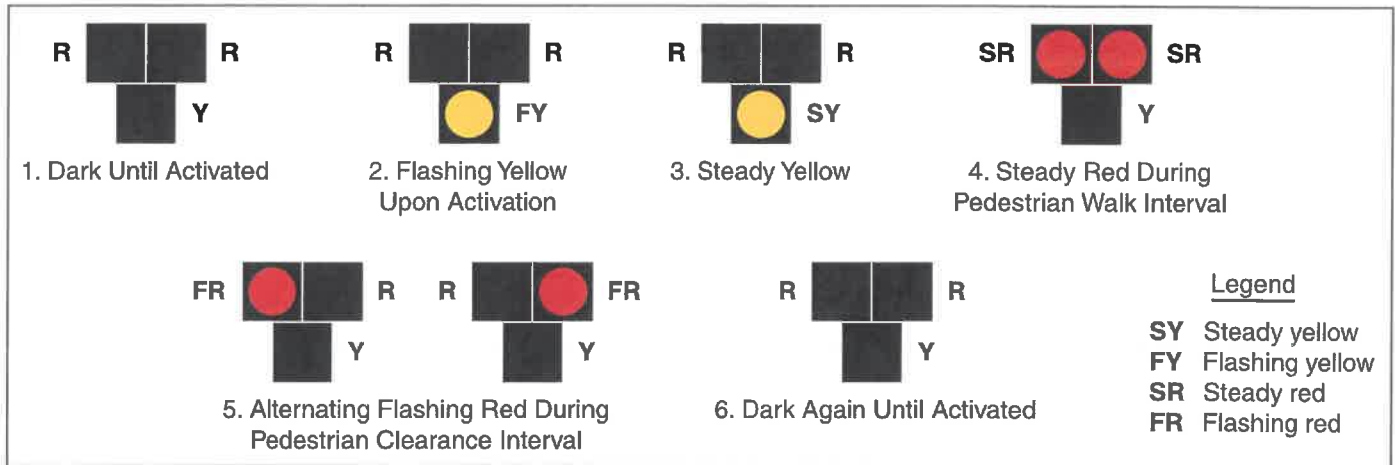
A Pedestrian Hybrid Beacon head consists of two red lenses above a single yellow lens. Unlike a traffic signal, the PHB rests in dark until a pedestrian activates it via pushbutton or other form of detection. When activated, the beacon displays a sequence of flashing and solid lights that indicate the pedestrian walk interval and when it is safe for drivers to proceed (see figure on back page).

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Pedestrian Hybrid Beacon (PHB)

EDC-4 STEP: https://www.fhwa.dot.gov/innovation/everydaycounts/edc_4/step.cfm

Figure 4F-3. Sequence for a Pedestrian Hybrid Beacon from FHWA's *Manual on Uniform Traffic Control Devices*, 2009 Edition, p. 511



When a pedestrian activates a PHB, a flashing yellow light is followed by a solid yellow light, alerting drivers to slow. A solid red light requires drivers to stop while pedestrians have the right-of-way to cross the street. When the pedestrian signals display a flashing DON'T WALK indication, the overhead beacon flashes red, and drivers may proceed if the crosswalk is clear.

CONSIDERATIONS

PHBs are a candidate treatment for roads with three or more lanes that generally have annual average daily traffic (AADT) above 9,000. PHBs should be strongly considered for all midblock and intersection crossings where the roadway speed limits are equal to or greater than 40 miles per hour (mph). The PHB should meet the application guidelines provided in the *Manual on Uniform Traffic Control Devices* for existing or projected pedestrian volumes.

PHBs are intended for installation at midblock locations, but can be installed at intersections. They should only be installed

in conjunction with marked crosswalks and pedestrian countdown signals.

When PHBs are not in common use in a community, consider conducting an outreach effort to educate the public and law enforcement officers on the PHBs' purpose and use.

COST

The PHB is often less expensive than a full traffic signal installation. The costs range from \$21,000 to \$128,000, with an average per unit cost of \$57,680.

References

Zegeer, C., R. Srinivasan, B. Lan, D. Carter, S. Smith, C. Sundstrom, N.J. Thirsk, J. Zegeer, C. Lyon, E. Ferguson, and R. Van Houten. (2017). NCHRP Report 841: Development of Crash Modification Factors for Uncontrolled Pedestrian Crossing Treatments. Transportation Research Board, Washington, D.C.

Federal Highway Administration. (2013). "Pedestrian Hybrid Beacon" in PEDSAFE: Pedestrian Safety Guide and Countermeasure Selection System. Available: http://www.pedbikesafe.org/PEDSAFE/countermeasures_detail.cfm?CM_NUM=53

Bushell, M., Poole, B., Zegeer, C., & Rodriguez, D. (2013). Costs for Pedestrian and Bicyclist Infrastructure Improvements: A Resource for Researchers, Engineers, Planners, and the General Public. *Pedestrian and Bicycle Information Center*.