

**CITY OF JONESBORO
MAYOR & COUNCIL**

**MINUTES OF THE COUNCIL AND SENIOR STAFF PLANNING RETREAT
FRIDAY, FEBRUARY 28, 2019 & MARCH 1, 2019**

The City of Jonesboro Mayor & City Council held their Annual Strategic Planning Retreat on Thursday, February 28, 2019 beginning at 8:30 a.m. Those present included the following: Mayor Joy B. Day, Councilman Larry Boak, Councilman Alfred Dixon, Councilman Bobby Lester, Councilman Billy Powell, Councilwoman Pat Sebo-Hand & Councilman Ed Wise. Senior Staff included the following: Ricky L. Clark, Jr., City Manager, David Allen, Community Development Director, Joe Nettleton, Public Works Director, Cliff Kelker, Chief of Police and several other key staff members. Gordon Maner from the Carl Vinson Institute of Government was present as facilitator and Cable Glenn-Brooks to record the Meeting. The Retreat was held at Low Temp Industries located at 1947 Bill Casey Parkway.

Note – On the 2nd Day, the only Senior Staff Members Present were Ricky L. Clark, Jr., City Manager & David Allen, Community Development Director. Cable Glenn-Brooks was present to record the Meeting.

Roles and expectations from 2018 Retreat (Review)

What we expect from each other?

- Good communications – emails, text or phone calls – be responsive
- Fully discuss issues – good and bad
- Remember when people want something they don't tell the whole story
- Work as a team towards common goals without personal agendas or hidden agendas
- Tell the truth – be honest -
- Be willing to tell why
- RESPECT different opinions and each other
- Commitment to the position and the city / city events
- Do your homework – materials, emails and ask questions in advance
- Accountability – your word is your bond – represent the city well
- Iron sharpens iron – share and learn from each other – support each other
- Progressive thinking – keep moving forward
- Cooperation – working together and supporting each other
- Keep an open mind – be open to new things
- Present a positive attitude to the public – keep our dirty laundry in-house

What we expect from our City Manager and Department Heads?

- Work closely together as a team and support each other - Cooperation and working together
- Keep us informed
- Due diligence – follow up and follow through and be thorough
- Listen and if you think something won't work tell me why
- Keep your eyes open and never say that's someone else's job
- Good communications with us
- Present a positive image/attitude of our city to the public

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- Dedication to the position and the city
- Be respectful to us and the public
- Be a good example and lead by example
- Tell our story better
- Stay informed professionally – keep up with your profession
- Do teambuilding within departments
- Be conservative fiscally

The City Manager and Department heads need or expect from Mayor and Council Members?

- Be fully informed – do your homework, continue learning
- Base decision on facts not emotion, innuendo, rumors, hearsay
- Patience and understand we are under limitations and things are not as easy as it looks – we have to follow protocols
- Allow me to manage – don't interfere – go through the manager
- Anticipate and foster growth – with growth comes expense
- Be willing to hear something you don't agree with – don't kill the messenger – try to be more understanding – be open minded
- Respect that we are colleagues and don't criticize me or department heads
- Promotion of training and education for employees
- Be open for the journey – open to change
- Stay in your lane

Items for Presentation / Discussion and Action

Police Department Update

Chief gave overview of vehicle and equipment needs, now philosophy on new hires and crime stats.

Consensus: Move forward with a Police Athletic League (PAL)

Public Works Update

Public Works director gave an update on on-going projects, issues and challenges of sanitation, the filling of the Clayton County Landfill and the possibility of outsourcing garbage pickup.

Consensus: Staff to conduct short and long term cost analysis of outsourcing vs. continuing internal service. Make decision in 2020 budget

Consensus: Councilman Wise get estimates (short term and long term costs) of the rehab and ongoing maintenance of the Old fire truck apparatus

City Manager Update

City Manager provided updates on the activities of the City Manager's office provided a look at the org chart, a list of 2018 accomplishments, approved construction projects and provided a brief overview of the city's strategic priorities.

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City Manager's Presentation

1. Business Licenses and Property Taxes Payments can now be paid online.
2. With the recent annexations, an additional Code Enforcement Officer is needed.
3. David Allen is currently working on the Abandoned Sign Ordinance.
4. A step by step guide for opening a business and pulling permits is being generated.
5. Feature Strategic Priorities in the newsletter.

Code Enforcement update

Derry Walker gave an update of the codes enforcement department and shared the current and future challenges and expressed the need for an additional code enforcer.

Community Development update

David Allen provided council with an overview of the projects and initiatives his department is working on and needs for the coming year.

Economic Development update

Ricky Clark reported on the economic vitality of the community and noted the many efforts underway and on the horizon.

City-Wide CIP and Financial Policy

Public Works needs

- Lee Street Storage - SPLOST
- Large Garbage Truck - 2020
- Chipper - 2021
- Billy Goat (2) - 2021
- Kubota Mowers (4) - 2022
- Utility pickup trucks (2) - 2022
- Driver pickup truck (1) - 2023

Police Department needs

- Technology infrastructure – hardware, software, body and vehicle cameras, onboard computers, uniforms
- Fleet updating – Explorer or Tahoe
 - Consensus – go with the Chevy Tahoe (2)
- Detective vehicles – Fusion (2)

City Hall needs

Parking lot upgrade

Action Item: *Consensus to purchase Golf Cart for city hall use (before concert season)*

Action Item: *Staff will present a CIP Plan and policy to the council July 2019.*

Council Member Action Items:

Consensus: Hire 1 new full time Code Enforcement Officer

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Consensus: Change Derry Walker's classification/title to Chief Code Enforcement Officer

Consensus: Assess cost effectiveness of hiring someone (a new captain position) in the Police Department to manage internal operations i.e. personnel, finances, state and federal paper work, etc. Create job description.

Consensus: Rewrite Brandon's job classification to Assistant Director of Public Works

Consensus: Need to have full time IT person' especially before building the new municipal complex. Building needs to be tech savvy.

March 1, 2019

One Street Residential presentation

Kevin Dixon presented on progress towards the development of a >55 residential community of apartments and townhomes. Council expressed ideal mix of 60%/40% market rate/affordable. Dixon discussed the challenges of property acquisition. Council and staff can assist with acquisition. *Councilwoman Sebo-Hand made a motion to authorize the Mayor to execute an Agreement by and between the City of Jonesboro and OneStreet Residential outlining the City's commitment to the project. Said motion was seconded by Councilman Wise followed by a unanimous vote.*

Municipal Complex / Broad Street (financial impact discussion)

The City Manager introduced Kirby Glaze and Ed wall to discuss the Municipal Complex concept including renderings and financing options.

Council Items for Discussion

Councilman Ed Wise:

Code of Conduct

City Manager has drafted Rules of Procedure for Elected Officials.

Consensus: City Manager bring the Rules of Procedures with changes discussed to council for a vote

Councilwoman Pat Sebo:

Farmers Market

UGA Extension would like to turn the Farmers Market over to the city.

Action: Councilwoman Sebo will explore interest of vendors and bring a recommendation to Council

Rosenwald

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Renovation of the old Board of Education building on Souter St. for a Rosenwald School.

Action: City Manager secure a structural engineer to assess structure as starting place.

Playground

Additional accessible playground equipment at Lee Park.

Action: Staff identify possible equipment and bring options and costs to council for vote

Councilmen Billy Powell and Bobby Lester:

Vacant Property Ordinance

Action: City Manager Bring before council for a vote.

Mayor Joy Day:

City Garden

Is it a viable project?

Action: Mayor put the concept out in a newsletter to explore interest and, if interest, form a committee to include Councilmen Dixon and Wise and Ricky Clark

Downtown Parking

Action: Mayor and City Manager draft a 2-hour parking limit ordinance for downtown and bring to Council for vote.

Action: Mayor and City Manager request additional parking from Norfolk Southern

Next Steps

Hold mid-year follow-up retreat in Madison on August 8th

Whereupon, the Strategic Planning retreat was adjourned at 4:30 p.m.

Joy B. Day, Mayor

Ricky L. Clark, Jr., City Manager/Clerk