

**CITY OF JONESBORO
WORK SESSION
1859 CITY CENTER WAY
July 1, 2024 – 6:00 PM**

MINUTES

The City of Jonesboro Mayor & Council held their Work Session on Monday, July 1, 2024. The meeting was held at 6:00 PM at the Jonesboro Police Station, 1859 City Center Way, Jonesboro, Georgia.

I. CALL TO ORDER - MAYOR DONYA L. SARTOR

II. ROLL CALL - MELISSA BROOKS, CITY CLERK

Attendee Name	Title	Status	Arrived
Tracey Messick	Mayor Pro Tem	Present	
Alfred A. Dixon	Councilmember	Present	
Don D. Dixon	Councilmember	Present	
Bobby Lester	Councilmember	Present	
Asjah Miller	Councilmember	Present	
Billy Powell	Councilmember	Present	
Donya Sartor	Mayor	Present	
Melissa Brooks	City Clerk	Present	
David Allen	Community Development Director	Present	
Todd Coyt	Police Chief	Present	
Maria Wetherington	Operating Officer	Present	
Shelby Bentley	Executive Assistant	Present	
David Dyer	Interim City Attorney	Present	

III. MAYOR'S PRESENTATION

1. Mayor's Presentation on DEI&B Community Learning Project.

RESULT:	DID NOT VOTE
----------------	---------------------

At this time, Mayor Sartor presented the DEI&B Community Learning Project. She stated that this will be a part of the Work Session for the remainder of the year.

A short video clip played regarding Diversity Equity and Inclusion and how it relates to the work that we do.

IV. INVOCATION

Moment of Silence

V. ADOPTION OF AGENDA

1. Motion to adopt July 1, 2024, meeting agenda with revisions.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tracey Messick, Mayor Pro Tem
SECONDER:	Asjah Miller, Councilmember
AYES:	Messick, A. Dixon, D. Dixon, Lester, Miller, Powell

The agenda was revised by deleting discussion of "real estate" from the executive session.

VI. OTHER PRESENTATIONS

1. Presentation by Warren Sumter of Sumter Consulting Group.

RESULT:	NO ACTION TAKEN
----------------	------------------------

Mr. Warren Sumter was not present, so Billy Groghan came forward and gave an overview of Sumter Consulting Group.

He stated that Sumter Local Government Consulting's ("Sumter LGC") primary mission is to provide local governments with the resources they need to best serve their communities.

He stated that their process is that they created an ideal candidate profile. They develop a professional story telling process to market the City of Jonesboro. They have excellent marketing techniques.

A brief discussion took place regarding the process of selecting a city manager for the city of Jonesboro. The cost for a city manager recruitment will be \$18,000.

He stated the salary range for a city manager for a city the size of Jonesboro is about \$150K if relocation is involved - relocation package would be in the range of \$5,000 to \$7,500.

Mayor Sartor stated for transparency - I will be contacting this company for assistance in the field of city manager's duties - even if the council decides not to utilize the recruitment service.

Mayor Pro Tem Messick requested a copy of the PowerPoint presentation.

Councilwoman Miller inquired about the turn around time for recruiting a city manager - Response 3-4 months.

Payments would be as follows - 1/3 due when the position is advertised. 1/3 due upon the completion of the semi finalist. 1/3 due when a candidate is hired. The service comes with a one year guarantee if a candidate does not work out the services will be repeated - free of charge with the exception of publication fees.

Mayor Pro Tem requested a fee schedule for consulting work during the period of time that the city do not have a city manager.

The fee schedule will be provided from Warren Sumter.

VII. PUBLIC COMMENT

Meia Ballinger - came forward to speak in favor of improving pedestrian safety on Tara Blvd via a Pedestrian Hybrid Beacon.

Isaac Hathway - came forward to speak in favor of approval of the proposed Youth City Government movie event at Lee Street Park on July 27th.

Sarah Ralph - came forward to speak in favor of approval of the proposed Youth City Government movie event at Lee Street Park on July 27th.

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.

RESULT:	OLD BUSINESS	Next: 7/8/2024 6:00 PM
----------------	---------------------	-------------------------------

The Clayton County Public School Event - Arrive and Thrive at Lee Street Park was present to the city council. After a brief discussion, took place regarding sovereign immunity. It was determined that the event would be approved contingent upon the school system providing a \$1,000,000 one-day event policy. Interim City Attorney Dryer explained that the school's sovereign immunity would not cover the City of Jonesboro.

Community Development Director David Allen stated that no city police is requested. They will utilize school police officers. They have requested microphones and extra trash cans from the city. The fee waiver is \$3500.00.

Mayor Pro Tem Messick inquired about the number of events that's been waiver for Clayton County Schools Systems.

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

RESULT:	OLD BUSINESS	Next: 7/8/2024 6:00 PM
----------------	---------------------	-------------------------------

The Clayton County Public School Event - PreK Curriculum Fair at Lee Street Park on August 24, 2024, was approved contingent upon the school system providing a \$1,000,000 one-day event policy and the school system is required to have an EMT on site because of the extreme heat.

Community Development Director David Allen stated that no city police is requested. They will utilize school police officers. They have requested microphones and extra trash cans from the city. The fee waiver is \$3500.00

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.

RESULT:	OLD BUSINESS	Next: 7/8/2024 6:00 PM
----------------	---------------------	-------------------------------

Councilwoman Miller stated this is a great idea for the Youth City Government. She expressed concerns regarding overworking city staff. What is your plan for obtaining workers for this event.

Councilman A. Dixon stated that Clayton County School Police will be onsite to provide security. We will request the same items as the school system.

Mayor Sartor expressed her appreciation for the work that the JYCG has put into planning this event and the City of Jonesboro will support the event, but to cutdown on overtime, the mayor recommended that the youth council's planning committee consider a 7:00 p.m. start time for the July event instead of the scheduled start time from 4:00 p.m. to 11:00 p.m. An evaluation would be conducted for the August and September movie night.

Councilman Powell stated that it was his understanding that the event would be funded by the JYCG and not the City. He stated that if Public Works and Police are involved that's costing the city.

Can we get a start time and a \$ amount.

Would you be flexible with the start time?

Dr. Smith has agreed to partner with JYCG with the events.

Need EMT near by

4. Council to consider re-creation of Assistant Police Chief position within the Jonesboro Police Department.

RESULT:	OLD BUSINESS	Next: 7/8/2024 6:00 PM
----------------	---------------------	-------------------------------

Police Chief Coyt came forward and spoke in favor of his request to reinstate the position of Assistant Police Chief. He stated that it would help handle the daily operations of the Police Department. He stated the position will be funded by the OPB Grant. The City has already been approved for the funding.

A discussion took place regarding approving the agenda item or moving the item to the consent agenda.

Interim City Attorney stated that he would draft a resolution in support of this item.

5. Council to approve proposed amendments to the City of Jonesboro Personnel Policy.

RESULT:	CONSENT AGENDA ITEM	Next: 7/8/2024 6:00 PM
----------------	----------------------------	-------------------------------

Mayor Sartor stated that the request is to amend the personnel policy to allow new employees serving a working test period the use accrued personal leave.

Chapter IV - RECRUITMENT AND SELECTION SECTION I: WORKING TEST PERIOD

1. OBJECTIVES:

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.

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.

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.

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.

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)~~

6. Discussion regarding financial audit options.

Mayor Sartor stated that Guy Eberhardt declined to conduct the forensic audit. The City of Jonesboro is in the process of proceeding with the yearly financial statement audit.

Finance Director Quinn came forward and stated that the City is in the process of proceeding with financial statement audit that's required by the state of Georgia. The City received an extension until 12/31/24, but will complete the audit before the approved extended date.

Mayor Sartor stated that we need to have a clear understanding of what a forensic audit is. There should be clear allegations of misuse of funds to conduct a forensic audit.

The finance department will provide copies of statements for the period in question. The council can go through the statements and flag the allegation - present the allegation - and then request a forensic audit.

Finance Director Quinn stated that he has printed all credit card statements and bank statements for the council. After reviewing documents, all questions should be brought to him and at that time a decision will be made regarding next steps.

Mayor Pro Tem Messick requested the total paid for legal services (she requested invoices and the line items).

7. Discussion regarding City Manager job search and consulting services.

RESULT:	OLD BUSINESS	Next: 7/8/2024 6:00 PM
----------------	---------------------	-------------------------------

Mayor Sartor stated that after hearing the Sumter presentation, how does the council want to proceed.

Mayor Sartor stated she is open to other options that can be discussed later.

Councilman Powell stated that he can not go along with paying \$18,000 for a recruiting firm.

Councilwoman Miller stated that the city needs a City Manager to ease the impact on staff.

Mayor Sartor named the following items that's upcoming: mileage rate, budget, and grants that will require a city manager.

8. Discussion regarding possible reinstitution of the City newsletter.

Councilman A. Dixon stated that he would like to reinstate the newsletter and make it bilingual to better connect with our residents.

Mayor Sartor stated that she values the newsletter, but that's the role and function of a city manager.

Councilman A. Dixon request staff to explore bilingual options with the e-blast.

A discussion took place regarding a Newsletter Committee amongst the council with Councilman A. Dixon being the Chairperson.

9. Discussion regarding a hybrid model for City Council meetings.

Councilman A. Dixon stated the recommendation of a hybrid model for council meetings is an attempt to give our residents more access to our meetings and better connect with the residents.

This is the role of a city manager.

A discussion took place on how a hybrid model would function.

Mayor Pro Tem Messick asked if ARPA funding would fund a hybrid model.

Councilman A. Dixon will Chair the Hybrid Model Committee.

10. Council to consider changes to the City's current proclamation protocol.

RESULT:

OLD BUSINESS

Next: 7/8/2024 6:00 PM

Councilman A. Dixon would like to see all members of council listed on proclamations as a show of total support for the council.

Councilman A. Dixon spoke about a letter of accommodation.

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

Community Development Director Allen came forward and gave an overview of Pedestrian Hybrid Beacon (PHB). He stated that PHB could increase safety. After speaking with Clayton County Roads, this does not have to be a city funded project. Clayton County is planning to install PHB in the location that Councilman A. Dixon is referring to. No city funds will be required. Estimated completion is 2025.

IX. OTHER BUSINESS

A. Executive Session for the purpose of discussing real estate, potential litigation, or personnel matters

1. Motion to enter Executive Session for the purpose of discussing potential litigation and personnel at 7:31 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Billy Powell, Councilmember
SECONDER:	Bobby Lester, Councilmember
AYES:	Messick, A. Dixon, D. Dixon, Lester, Miller, Powell

2. Motion to reconvene the Workshop Session at 8:12 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Billy Powell, Councilmember
SECONDER:	Bobby Lester, Councilmember
AYES:	Messick, A. Dixon, D. Dixon, Lester, Miller, Powell

B. Consider any actions(s) if necessary based on decision(s) made in the Executive Session.

NO OFFICIAL ACTION TAKEN DURING EXECUTIVE SESSION.

X. ADJOURNMENT

1. Motion to adjourn at 8:14 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Billy Powell, Councilmember
SECONDER:	Asjah Miller, Councilmember
AYES:	Messick, A. Dixon, D. Dixon, Lester, Miller, Powell

DR. DONYA L. SARTOR – MAYOR

MELISSA BROOKS – CITY CLERK