

MINUTES
CITY OF MCDONOUGH
MAYOR AND COUNCIL
SPECIAL CALLED MEETINGS
JANUARY 29 – 30, 2016
THE HAZLEHURST HOUSE
MCDONOUGH, GA 30253

The Special Called Meetings of the City of McDonough were held on Friday, January 29, 2016, and Saturday, January 30, 2016, at The Hazlehurst House in McDonough, GA with the following members present on Friday, January 29, 2016:

Mayor:	Billy Copeland
Mayor Pro Tem:	Roger Pruitt
Councilmembers:	Craig Elrod
	Ben Pruett
	Rufus Stewart
	Kam Varner

Councilmember Varner arrived shortly after the meeting began.

Also present for the meeting were: City Administrator, Keith Dickerson; City Attorney, Leigh Hancher; City Clerk, Janis Price; Community Development Director Rodney Heard

After Executive Session the following joined the meeting: Mike Clark, Finance Director, Ronnie Thompson, Public Works Director; Steve Sikes, Information Technology Manager; Business Development Director, Bob Trescott; Preston Dorsey, Police Chief; Steve Morgan, Fire Chief; and Gordon Maner, Facilitator for the meetings, and Joel Bentley, Special Counsel.

Friday, January 29, 2016

Mayor Copeland called the Special Called Meeting to order at 8:30 AM.

Mayor Copeland introduced Mr. Gordon Maner from the Carl Vinson Institute of Government who was the facilitator for these special called meetings. Mr. Maner made a few comments and spoke about some ground rules for the retreat.

Mayor Copeland asked for a motion to approve the agenda. Mayor Pro Tem Pruitt motioned to approve and Councilmember Elrod seconded. The vote was five in favor. Those voting in favor were Mayor Copeland, Mayor Pro Tem Pruitt and Councilmembers Elrod, Pruett and Stewart. Councilmember Varner had not arrived and Councilmember Vincent was not present.

Mayor Copeland asked for a motion to go into Executive Session for litigation, which is O.C.G.A. 50-14-2. Councilmember Elrod motioned for the above purpose and Mayor Pro Tem Pruitt seconded. The vote was six in favor. Those voting in favor were Mayor Copeland, Mayor Pro Tem Pruitt and Councilmembers Elrod, Pruett and Stewart and Varner.

Councilmember Vincent was not present.

Mayor Copeland asked for a motion to go back into the Special Called Meeting. Mayor Pro Tem Pruitt motioned and Councilmember Stewart seconded. The vote was six in favor. Those voting in favor were Mayor Copeland, Mayor Pro Tem Pruitt and Councilmembers Elrod, Pruett and Stewart and Varner. Councilmember Vincent was not present.

There were no actions items to report from Executive Session.

Each following persons made a presentation regarding their respective department:

Mr. Mike Clark	Finance
Chief Preston Dorsey	Police
Mr. Rodney Heard	Community Development
Chief Steve Morgan	Fire
Mr. Ronnie Thompson	Public Works
Mr. Bob Trescott	Business Development
Mr. Steve Sikes	Information Technology
Mr. Keith Dickerson	City Administrator made his
Ms. Carla Tuck (not present)	and the Human Recourses report

Each power point presentation is on file in the City Clerk's office for copying and/or review.

(Lunch was enjoyed at the historical Hazlehurst House).

Mr. Keith Sweat and Ms. Christy Collier made a presentation regarding Main Street.

Mr. Drew Whalen led a discussion regarding annexations including the need for public hearings and also the need of the support of the local legislative delegation to be able to annex properties into the City. There will be further discussion regarding this matter.

City Administrator, Keith Dickerson spoke about the McDonough Governmental Finance Corporation and how this had been used as the mechanism to finance Alexander Park. The park is now paid off and he suggested dissolving this City agency. Mayor and Council all agreed to dissolve this agency and advised City Attorney to proceed with what needs to be done.

Mayor Copeland stated that two more discussions were needed and he asked for a motion to amend the agenda by adding two additional items: to adopt a resolution to support a transit program for Henry County and to award a bid to Parker Young to repair the roof of the Police Building located at 50 Lawrenceville Street. Councilmember Stewart motioned to amend the agenda by adding the above amendments and Councilmember Elrod seconded the motion. The vote was six in favor. Those voting in favor were Mayor Copeland, Mayor Pro Tem Pruitt and Councilmembers Elrod, Pruett and Stewart and Varner. Councilmember Vincent was not present.

Mayor Copeland asked for a motion to adopt a Resolution under the GO! Transit Capital Program in support of Henry County's transit projects. Councilmember Elrod motioned to adopt

the Resolution and Councilmember Stewart seconded the motion. The vote was six in favor. Those voting in favor were Mayor Copeland, Mayor Pro Tem Pruitt and Councilmembers Elrod, Pruett and Stewart and Varner. Councilmember Vincent was not present.

Mayor Copeland asked for a motion to approve awarding the bid to Parker Young in the amount of \$14,254.64 to repair the roof on the Police Building located at 50 Lawrenceville Street. Mayor Pro Tem Pruitt motioned to approve the above and Councilmember Elrod seconded the motion. The vote was six in favor. Those voting in favor were Mayor Copeland, Mayor Pro Tem Pruitt and Councilmembers Elrod, Pruett and Stewart and Varner. Councilmember Vincent was not present.

Mr. Maner, the facilitator, complimented Mayor, Council and Staff on the great presentations and the accomplishment of so many projects going on in the City.

Mayor Copeland asked for a motion to adjourn. Mayor Pro Tem Pruitt motioned and Councilmember Elrod seconded to adjourn. All stood in favor. The meeting adjourned at 3:52 PM.

Saturday, January 30, 2016

Mayor Copeland called the meeting to order at 8:30 AM.

In attendance were Mayor Copeland, Mayor Pro Tem Pruitt, Councilmembers Elrod, Pruett, Stewart, Varner and Vincent.

Also present were City Administrator, Keith Dickerson; City Attorney, Leigh Hancher; City Clerk, Janis Price and Gordon Maner, facilitator from the Carl Vinson Institute of Government, and Department Heads Ronnie Thompson, Preston Dorsey, Rodney Heard and Bob Trescott and Steve Sikes, IT Manager.

Mayor Copeland asked for a motion to approve the Agenda. Councilmember Stewart motioned to approve and Mayor Pro Tem Pruitt seconded. The vote was seven in favor.

Mayor Copeland introduced Ms. Monica Moseley, Manager of Republic Services to lead a discussion regarding the City's sanitation services. Ms. Moseley made a presentation and requested some changes in services and an increase in fees. Republic will be publicizing the changes to the City residents along with the changes going in the water bill and on the website. Councilmember Elrod, regarding the sanitation services for the City, motioned to go to the two (2) zones for service, there will be an increase of 4% for commercial customers and a two cents increase for residential customers and this will be effective April 1, 2016. Councilmember Vincent seconded the motion. The vote was seven in favor.

The Mayor and Council expressed concerns to be discussed. These items are specifically identified on the facilitator's attached report.

(Lunch was enjoyed at the historical Hazlehurst House).

Rules of Procedure and Decorum were discussed and new ideas were identified on the facilitator's report.

The discussion of the Ethics Ordinance had to be postponed until a future meeting.

Mayor Copeland asked for a motion to go into Executive session for personnel which is O.C.G.A. 50-14-3 (b)(2). Mayor Pro Tem Pruitt motioned to go into Executive Session for the above reason and Councilmember Pruett seconded. The vote was seven in favor.

Mayor Copeland asked for a motion to go back into the Special Called Meeting. Councilmember Elrod motioned and Councilmember Stewart seconded. The vote was seven in favor.

There were no action items to report from Executive Session.

Mr. Patrick Jaugsetter and Mr. Kirby Glaze discussed the Downtown Development Authority (DDA) and how they would help in any way to make the City downtown thrive. They look forward to working with City on projects.

Mr. Maner wrapped up the meetings by discussing what we all learned and future issues and a date was tentative set for January 27 and 28 for the 2017 retreat.

Mayor Copeland asked for a motion to adjourn. Councilmember Elrod motioned to adjourn and Councilmember Stewart seconded. All stood in favor. The meeting adjourned at 3:38 PM.

Janis E. Price
City Clerk

OPEN MEETINGS COMPLIANCE NOTICE: This is a special called meeting of Mayor and Council of the City of McDonough duly noticed pursuant to the requirements of the Georgia Open Meetings Law (O.C.G.A. § 50-14-1, et seq). Notice of the meeting will be published in the Henry Herald in the January 22/23, 2016 edition; a copy of the meeting schedule and this agenda is posted at City Hall and on the City's website, as required by law.

CITY OF
MCDONOUGH
G E O R G I A

City Council Special Called Meeting

January 29 - 30, 2016
Hazlehurst House, McDonough, Georgia

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Facilitator: Gordon Maner

PROMOTING
EXCELLENCE IN
GOVERNMENT

AGENDA
CITY OF MCDONOUGH
CITY COUNCIL SPECIAL CALLED MEETING AGENDA
THE HAZLEHURST HOUSE, 77 SLOAN STREET, MCDONOUGH, GA 30253
FRIDAY, JANUARY 29, 2016
8:00 AM

Attending:

Mayor Billy Copeland, Council Members Benjamin Pruett, Roger Pruitt, Rufus Stewart, Sandra Vincent, Craig Elrod and Kam Varner, City Attorney Leigh Hancher, City Clerk Janis Price, City Administrator Keith Dickerson, Facilitator Gordon Maner, Vinson Institute of Government.

8:30 am	Call to Order and Welcome	Mayor Copeland
	Approval of the Agenda	
	Purpose, Overview and	Mr. Gordon Maner, Facilitator
	Goals of the Retreat	Carl Vinson Institute of Government
8:45 am	Executive Session:	
	Litigation O.C.G.A. 50-14-2	
	Real Estate O.C.G.A. 50-14-3 (b) (1)	
	Personnel O.C.G.A. 50-14-3 (b)(2)	
10:00 am	Break	
10:15 am	Mayor/Council Discussions with Department Heads	
	Mr. Mike Clark	Finance
	Chief Preston Dorsey	Police
	Mr. Rodney Heard	Community Development
	Chief Steve Morgan	Fire
	Mr. Ronnie Thompson	Public Works
	Mr. Bob Trescott	Business Development
	Ms. Carla Tuck	Human Resources
	Mr. Steve Sikes	Information Technology
	Mr. Keith Dickerson	City Administrator
12:00 Noon	Lunch	
1:00 pm	Continuation of Department Heads Presentations	
2:00 pm	Main Street Discussion	Mr. Keith Sweat
3:00 pm	Discussion on Annexations	Mr. Drew Whalen, Attorney
4:15	Break	
4:30 pm	McDonough Governmental Finance Corp.	Mr. Keith Dickerson
5:00 pm	Adjournment	

AGENDA
CITY OF MCDONOUGH
CITY COUNCIL SPECIAL CALLED MEETING
THE HAZLEHURST HOUSE, 77 SLOAN STREET, MCDONOUGH, GA 30253
SATURDAY, JANUARY 30, 2016
8:00 AM

8:30 am	Call to Order Approval of the Agenda	Mayor Billy Copeland
8:40 am	Discussion of Sanitation Services	Ms. Monica Moseley, Manager Republic Services
9:15 am	Specific discussion items of the Governing Body Mayor Billy Copeland Mayor Pro Tem Roger Pruitt Councilmember Rufus Stewart Councilmember Sandra Vincent Councilmember Kam Varner Councilmember Craig Elrod Councilmember Ben Pruett	
10:15 am	Break	
10:30 am	Continuation of Governing Body's items	
12:00 Noon	Lunch	
1:00 pm	Rules of Procedure and Decorum Ethics Ordinance	Mr. Keith Dickerson Ms. Leigh Hancher
2:00 pm	Executive Session Litigation O.C.G.A. 50-14-2 Real Estate O.C.G.A. 50-14-3 (b) (1) Personnel O.C.G.A. 50-14-3 (b)(2)	
2:30 pm	Downtown Development Authority	Mr. Jay Mercer Mr. Kirby Glaze
3:00 pm	Wrap Up	Mr. Gordon Maner
3:30 pm	Adjournment	

OPEN MEETINGS COMPLIANCE NOTICE: This is a special called meeting of Mayor and Council of the City of McDonough duly noticed pursuant to the requirements of the Georgia Open Meetings Law (O.C.G.A. § 50-14-1, et seq). Notice of the meeting will be published in the Henry Herald in the January 22/23, 2016 edition; a copy of the meeting schedule and this agenda is posted at City Hall and on the City's website, as required by law.

Department Head's Goals

FINANCE

- Improve Reporting
 - Timely FY2016 Audit
 - Monthly Financial Reports to Mayor and Council
 - Updates to website using Open Gov
- Strengthen Internal Controls
 - Continue/Revise/Adopt Financial Policies
 - ...Purchases Policy
 - ...Fund Balance Policy
 - ...Debt Policy
 - ...Water Sewer Policies
 - Reduce number of bank accounts
 - Follow Corrective Action Plan to Resolve 4 Audit Findings From FY 2015
- Enhance Financial Position
 - Consider Street Light Ordinance Revision to Bill for Cost of Lights with Property Taxes
 - Consider Equipment Leasing Options
 - ...In Conjunction with Debt Policy
 - ...In Conjunction with Long-term Capital Purchase Plan
 - Install Project Accounting Module
 - Revisit Storm Water Fees Billed to Other Government Entities
 - Budget for Increases or Decreases in Fund Balance as Necessary Per Fund Balance Policy and Per Moody's Recommendations to
 - Improve City's Bond Rating
 - Reduce Inter-Fund Due to/ Due From Balances as Recommended by Moody's to Improve City's Bond Rating
- Compliance with Laws and Regulations
 - Monthly/Annual Financial Reports Required by Federal and State Agencies:
 - ...Prepare Detailed Schedule by Due Date
 - ...Prepare Status Updates for City Administrator on a Monthly Basis

POLICE

- State Certification
 - Policies have been updated and redistributed.
 - Use of PowerDMS to track accountability
 - Access policies or documents anywhere with internet access
 - Auto archives old policies as updated
 - Tracks information and shows read receipt
 - Has a certification module that has all 129 standards departments must meet and keeps records digitally.
 - Mock assessments and assessment on schedule to be completed by June 2016.
- Parking Meters
 - \$107, 500 to replace 150 meters
 - \$5.75 per unit unlimited communication with data management system charge per month
 - 0.13 Cents per credit card transaction.
- Body Cameras
 - 28 cameras ordered as of Jan 2016 and will be issued to Uniform Patrol Officers.
 - Requested to order remainder cameras off 2016-2017 budget for a cost of approximately \$26,000.00 to be issued to Supervisors and Criminal Investigations.
- Briefing in the Streets
 - 28 cameras ordered as of Jan 2016 and will be issued to Uniform Patrol Officers.
 - Requested to order remainder cameras off 2016-2017 budget for a cost of approximately \$26,000.00 to be issued to Supervisors and Criminal Investigations.
- Special Investigations Unit - P.A.C.E. UNIT
 - Alcohol ordinance compliance for businesses
 - Pawn shop reporting compliance
 - Directed patrols in high crime areas
 - Identification and prosecution of criminal activity by gang members
 - Any other tasks as assigned by the Chief.

COMMUNITY DEVELOPMENT

- LCI Supplemental Study
 - Form-based zoning for Downtown
 - Complete Streets Policy
 - Revitalization

- Complete Streets Policy and Development Standards
 - Create streets that support walking and bikes as well as autos
 - Create interconnected circulation networks that
 - Promote walking and biking
 - Provide more quality retail frontage
 - Include more intersections that slow traffic and provide excellent retail locations
 - Allow for incremental redevelopment
 - Complement existing historic fabric within Town Square District.
- Building Design
 - Facade Review
 - Life Safety
- Unified Land Development Code (UDC)
 - Historic Town Square
 - City Gateways + Major Corridor Overlays
 - Village Activity Centers
- South Point
- Blacksville Community

FIRE DEPARTMENT

- New pumper

PUBLIC WORKS

- Big Spring Park :
 - Landscaping will be completed first of Spring 2016
 - Overlook is currently in discussion between Mark Whitley and DOT
- Phillips Drive Improvements - SPLOST IV (Currently Out For Bids)
- Stream Bank Restoration
 - Temporary easements are in progress of being signed by homeowners
 - Survey completed March 2016

- Construction underway June 2016
- Tower Base Collector Units Radio Reads
 - Four new Tower Base Collectors will be installed by the end of FY16
 - Working with IT for back haul on the WI-FI
- Alexander Park Parking Lot
 - Signs Ordered
 - Installation under current review
- Digital Map (GIS)
- Avalon Park – in progress
- Asphalt Road Paving - L-MIG 2016
 - Nail Road, Commerce PL, Burleyson DR, Kellington DR, Haskell CT, Cambridge Way, Postmaster DR, Whisper Wind DR, Work Camp Rd, Fairview Dr
 - Approved for paving 2.1 miles
- Tomlinson Street Connection from Jonesboro Road to Doris Street 2016
- Replacement Lighting – 94 Fixtures replaced with LED
 - McDonough Police Department: Remove 5 HID fixtures and replace with LED
 - Alexander Park: Remove 17 HID fixtures and replace with LED
 - Rufus Stewart Park: Remove 7 HID fixtures and replace with LED
 - Richard Craig Park: Remove 36 HID fixtures and replace with LED
 - Avalon Park : Remove 29 HID fixtures and replace with LED
- Sidewalk Connectivity State Route (Side walk connectivity is under current review which includes : State Routes HWY 155, HWY 20 and 81, HWY 42, Jonesboro RD. and Bridges RD.) 2016
 - Consent Agenda Feb. 4th 2016)

BUSINESS DEVELOPMENT

- **Market Data for Real Estate and Retail**
 - The refreshed Main Street Approach™ and Georgia Main Street reporting requirements require real estate and retail market analysis resources as well as the collection of such local data.
 - This information is needed for reporting and also to ramp up our Economic Restructuring and Business Development efforts.

- Main Street, Downtown Development Authority and Business Development can partner on this.
- Budget and Manage for Efficiency
 - The City will receive over \$1 million this year from Hotel Motel Taxes; those funds are earmarked into three general categories, but can be earmarked more specifically to advance city priorities.
 - We can get more bang for the buck by matching products and services to be provided to the most appropriate funding source: restricted to restricted, when possible, to free up fungible funds.
 - We might also review staffing, duties and hours of operations to see how Downtown/Destination management might be made more effective/efficient, both internally and as relates to other departments and to Return on Investment.
- Embrace the “Refreshed” Main Street Approach™
 - Main Street is hiring a new manager, hopefully with an emphasis on Main Street and Economic Vitality experience.
 - The “Refreshed” Main Street Approach that emphasizes a broader vision, an understanding of market forces, comprehensive strategy and measured outcomes.
 - City Division supported by the broader community, committed to a community vision, based on market understanding, with strategies and objectives chosen to reach “tipping points” in key areas, with measured outcomes, while collaborating with partners. This relates to DDA and Business Development, as well
- Organization
 - Integrate Downtown Development Authority (DDA), Main Street, Tourism, Business Development and other partners and the City departments for effective and efficient downtown management.
 - Coordinate training, leadership and district boundaries
 - Better use of committees and subcommittees
 - Clarity in chains of command, missions, goals, district boundaries and in reporting requirements
 - Make best use of City staff, partner staff and consultants
 - Identify key, priority transformational strategies
 - Consider a Business Improvement District or other funding source
 - Development membership programs for organizations
 - Measure and report
- Design - Downtown Development Authority, Main Street, Merchants and Historic Preservation should be fully briefed on and supportive of:
 - Community Development efforts on codes, guidelines and enforcement

- City efforts on streets, parks, parking and trails
- Façade Grants
- Downtown Development Authority to pursue real estate revitalization deals in their district
- Promotion
 - Main Street and Tourism - very productive partnership.
 - Coordination with City Media and Mayor's office
 - Look for synergies and gaps in annual event calendar
 - Apply the Heads in Beds Test to all expenditures
 - Collaborate with Design on branding, media and wayfinding
 - Promote: community, downtown, events AND businesses and properties
 - Are days and hours of operation optimal
 - Update rules for use of public spaces
- Economic Restructuring
 - All programs are intended to boost economic vitality, quality of life and community pride.
 - All should be measurable, over time, in increases in ad valorem taxes and in sales taxes.
 - More focus and more collaboration in economic restructuring in retail sales and in real estate development, sales and leases.
 - Business Development can provide market analysis data
 - Downtown Development Authority (DDA) can pursue real estate revitalization deals
 - Main Street can research on property and businesses, occupancies and rents, hours and days of operations and clusters
 - Add the "Does it make the cash register ring?" test
 - Collaborate on vacancies, problems, prospects and openings.
 - Recruit and expand: downtown and across the City
 - Downtown events should consider sales at businesses.
 - Work with design on wayfinding, access and parking
 - Business Development and DDA can explore other State and Federal programs

HUMAN RESOURCES

- The City's website is in the process of being updated.
- New to HR:
 - Applicants will be able to submit applications online.

- Employees will have a hub to log into for access to various benefit information and HR related forms.
- This year we will begin using electronic filing through Laser fiche. The system will streamline document management. With electronic filing documents will be readily accessible and we will cut back on retaining so much paperwork.
- The new EAP will be in place for employees effective Feb 1st. Some of the services include...
 - 24/7 helpline
 - Face to Face Counseling
 - On Site Training and Seminars
 - Work-Life Services (Financial services, eldercare and childcare referrals)
 - Wellness Portal
- The Weight Loss Challenge will begin in March!
 - Our new EAP will assist in the Challenge kick-off
 - They will provide wellness training and coaching
 - The EAP provides online tools the participants can access
- This year we are offering the Tobacco Cessation Program year round.
 - The new EAP can assist in the program's kick-off.
 - Leaving the program open all year will give every employee the opportunity to quit when they are ready and benefit from the EAP's assistance.
 - We will continue with offering incentives for those who successfully quit.
- Implement the Salary Study
- Address new DOL FLSA Overtime law
- Update the Personnel Policy

INFORMATION TECHNOLOGY

- **Public Safety**
 - Police Notebooks serve in the most challenging environment for shock & damage. Cost to be \$20,000 / year over next 4 years.
 - Digital Signage - Add HD TV(s) with Intel Compute sticks in lobby with pertinent info as directed by Police Chief displayed for public. Cost per unit about \$400.

- **City Hall**

- Barracuda Email Archiver We are currently utilizing a feature of Exchange 2010 called "Email Journaling" to capture a copy of all emails in and out of our system
- Digital Signage - Add HD TVs with Intel Compute sticks - Cost per unit is about \$400. Proof of concept has been done...programming time to be determined.
- Expand Granicus to Record Planning & Zoning Meetings

- **Waste Water**

- Replace DSL with Charter private network Work to replace the AT&T DSL with a Charter fiber private network connection. Cost per month would be approx. \$580 vs \$400 now.

- **Municipal Court**

- Digital Signage Add HD TVs with Intel Compute sticks in strategic locations

- **Main Street**

- Digital Signage Add 65" to 85" weatherproof/Outdoor HD TV with Intel Compustick on pole of existing old analog light sign

CITY ADMINISTRATOR

- Planning consecutive years
 - Install a management Tracking Software (Smartsheet)
- Capital Improvement Plan
 - Needs to be budgeted
 - Need to have a five year plan, 10 year plan, and up to a 20 year wish list
 - This means we must budget two to three years out
 - Predict the millage rate?
 - Stay on target
 - Share Resources from different departments (Mentioned in Mercer Report)
- Unbudgeted new projects
 - Before we move forward with an unbudgeted project be sure to know the consequences

- Budget
 - Evaluate effectiveness of Departments/Positions
 - Lower Millage Rate
 - Increase Reserves
- Polk Building
 - Continue to move forward
 - Sprinkler system
 - Fiber connection for Computers and Phones
 - Ceiling
 - Subfloor
 - Future use ???
- Cemetery Expansion
 - Develop what we currently have ready to go
 - Utilize the Data that we already have
 - Utilize part of the plans provided
 - Survey
 - Chain Link Fence Installed on North Side
 - Mark out plots, driveway, and locations for Columbarium's (In-house design approved through Mayor and Council)
 - Install Columbarium's that includes paths and sitting areas (Approval by Mayor and Council)
 - Put Plots up for sale in lots of two
 - Install fence and pillars along front
- Update Website
- Parking Expansion and metering
 - Truman House parking
 - Baptist Parking Lot
 - Rainer Parking Lot
 - Parking Permits

2015 Council Issues Discussion and Action Items

Copeland

- Agenda and Roll Calls
 - City Clerk to call for attendance at 5:30 PM and 6:00 PM beginning February 4
- Fund balance policy
 - Staff work towards establishing a fund balance of 3 months of general fund
- Building relationships with each other, people in the community and businesses
 - Hold lunch and business meeting with the legislative delegation to discuss things we are trying to accomplish – First meeting just council with GMA representative - February
 - Do on a more frequent basis going forward involving other factions of the community
- Jonesboro Road project

Pruitt

- Parking
 - Make solving the parking issues a priority – Gain commitment from the church for 30-50 years - March workshop agenda
- Salary study follow through to justly compensate employees
 - Bring the final to Council with recommendations in March
- Ambulance located at the McDonough Fire Department
 - County agreed to place ambulance as part SPLOST 2 or 3 – Keith approach County to determine if County will still place an ambulance at the Fire Department
- Pursue rail station purchase or agreement for city use
 - Copeland will talk with railroad regarding changing the conditions of an agreement to not close the crossing

- City Attorney explore possibility of utilizing the property for playground
- Museum for the history of McDonough
 - Explore the possibility of creating a museum of Rail, farm and general history related – old courthouse as a possibility – Roger, Cam and Sandra
- Future of the two Fire Station sites – consider short term utilize for parks -

Stewart

Explore Connecting Bridges Road to Simpson Street – Stewart
 Contact GDOT to determine limitations or issues

Vincent

- Identify time to discuss Overlook Subdivision
 - Meet Dickerson first
- Walk-ability
 - Explore creating greater walkable connectivity within the community – timeline for trail system at the park – in the works - staff will be bringing a plan to council – DOT and DNR Funds available – sidewalks and walking trails
 - Hold meeting with the GDOT people to discuss city transportation interests and related concerns
- Parks overall and specifically District 2
 - Deterioration of some of our parks – need a schedule of getting the parks up to where we want them – staff develop a timeline for updating – Data based decision making including demographics
- Annexation
 - Eliminate islands and peninsulas – legislative delegation meeting
- UGA Extension office – Fruit Trees or other trees for planting
 - City take advantage of Extension and Forestry for trees when available
- Festivals
 - Staff develop a time-line for having the community green ready for festivals
 - Big Spring site a possibility for location
 - Explore other sites for festivals
- Detention pond – Sandra

- Staff inventory sites look into ways to reduce maintenance costs and improve appearance

Varner

- Clear communication plan for communicating better with the community –
 - Council meet with Keith to develop a plan
 - When council members have town hall meeting notify all council members
- City Flag
 - New city flag
- Cemetery lots
 - Expand cemetery lots – allow staff move forward on Phase 1 – Staff will bring recommendations to council
 - Consider pre-selling lots/spaces/plots
 - Maintenance of lots in incumbent on the lot owner but city does occasionally clean up the derelict lots
 - Consider getting volunteers to clean up lots
- Youth Advisory Council involvement in City Square landscaping
 - Varner work with group and coordinate – city support as long as not on private property – property deeded to city first
- Game of Winning – Walk Georgia (GMA)
 - Varner work with Carla to organize as part of the wellness program (12 months)

Elrod

- Consider looking a redesign of the square
 - Staff start thinking about a redesign and explore options – FY 17 budget
- Technology – Elrod
 - Explore greater technology applications for citizens and business owners – online forms, payments, etc. Push forward with new software.
- Sticking to the agenda once published – Elrod
 - Stick to the agenda once published – recognize need for extremely important add-ons
- Continue to support code enforcement – Elrod

Pruett

- McDonough Youth Connection –
 - Move forward towards implementation

- Commit to working with business balance business and growth and making things easier for businesses – Pruett
- Communication among Council and Staff regarding involvement in community events

Stewart

-
- Blacksville Community (with Varner)
 - Establish a Blacksville boundary – pursue grants for the revitalization by phase – Gateway improvement - The need for a grant writer – Signage and sign toppers to designate area – Rodney will investigate and explore possibilities including the business element on Macon Street and bring to Council for vote
- Macon Street Business improvements
 - Business owners need to contact DDA with needs

Rules and Procedures

(See Leigh's decorum document)

Rules of Decorum

- Have mayor remind the audience of the Rules of Decorum for Speakers at the beginning of each meeting and have the rules for handout at every meeting
- The following will be printed and placed in council chambers for pick up by people as they arrive:

City of McDonough City Council Meetings

Rules of Decorum for Speakers:

Members of the Public may address the City Council at the following times during a meeting:

- During the citizen comment/announcements sections of the agenda;
- During a public hearing on an agenda item;
- At other times, with the permission of the Mayor or presiding officer.

1. Citizens that would like to make a scheduled public comment/announcement at the beginning of a Council Meeting must call or email the subject matter to the City Clerk Six business days prior to the meeting date so that the item may be placed on the agenda.

2. Speakers make comments to mayor and council as a body and not an individual council person
3. Citizens that have not submitted their item to the City Clerk may speak at the end of the City Council Meeting. To do so, the citizen must be recognized by the Mayor; must come forward to the podium; and must state their subject matter, name and address
4. Speakers will be allowed five minutes each during both sections of the citizen comments/announcements portion of the meeting.
5. There will be a total of ten minutes given for those who would like to speak in favor or opposition during the public hearing portion of the agenda item.

Rules of Decorum for Meeting Attendees:

Members of the Public shall not engage in any of the following in the McKibben Council Chambers during a City Council Meeting:

1. Emotional comments, distracting side conversations, speaking out with another person is speaking, or making any boisterous or inappropriate remarks.
2. Intimidation, personal affronts or profane remarks
3. Audible use of phones, pages, radios, computers or other electronic equipment
4. Jeering or other similar behavior that impedes or disrupts the orderly conduct of the meeting
5. The citizen comments/announcements portion of the meeting will be limited to an appropriate number of speakers, as determined by the Mayor.
6. Personal attacks toward the Mayor, Council and City staff will be neither allowed nor tolerated.
7. Applause from those present must be tempered
8. Members of the public must be quiet when entering and exiting the McKibben Council Chambers.
9. An orderly and respectful basis of decorum, based on general good manners will be maintained at all times.

Ethics Ordinance

(Discuss in future workshop)

DDA Presentation

Share any concerns regarding the boundaries with the DDA

Next Steps

- Hold Six Month Status Update Retreat (Half Day)
- Schedule 2017 Council Retreat for January 27 – 28, 2017
(Christine has confirmed the date and the Confirmation will be forthcoming)