

Memo

To: Mayor and City Council
From: Joel Lanken
CC: City Attorney
Date: 9/30/2013
Re: Minutes, Special Workshop February 9, 2012

Participants: Mayor Oswalt, Councilman Williams, Councilman Ginn, Councilwoman Kelly, City Manager, City Attorney's Fincher and Williams Public Works, Chief of Police, Bill Eissler VP. and Brandie Andermann Account Executive J. Smith Lanier Insurance Company; Sandford Dennis Career Counselor, Clayton State University.

Gateway Zoning: Ref the used car lot application, City Attorney Fincher advised that instead of changing the Gateway zoning an option would be for the owners to apply for a rezoning request from Gateway zoning to a GB zoning (General Business) with conditions. Notice of request must be advertised not less than 15 days or no more than 45 days before hearing.

Gas Franchise Ordinance: City attorney advised that it is ready to be presented for Council adoption at its February 13th Council Meeting.

Ordinance adopting \$10.00 per traffic ticket add on: City Attorney advised that it is ready to be presented for Council adoption at its February 13th Council Meeting.

Tree Preservation Ordinance: Tabled for another time per City manager

Code Enforcement of Abandoned Commercial Buildings: City Attorney Mike Williams recommended a collaborative approach between his office and the City Administration and adopting a Vacant building registry Ordinance: This would require owners to register vacant buildings with the City in addition to developing a concerted effort in code enforcement in resolving the blighted conditions of these properties. The Mayor and Council directed the City Manger to explore this further.

City Insurance: Bill Eissle and Brandie Andermann of J. Smith Lanier Insurance & Co. advised Council on their methodology on going to market to establish new rates on the City's health insurance program. An interest was shown to explore the rates from GMA. Within two weeks another meeting will be scheduled to ascertain the forecasted new rate structure.

Intern program: Sanford Dennis from Clayton State University advised the Council on how the Intern program at Clayton State University worked and how it could benefit the City.

The essence of this program is to assign MBA candidates to certain projects for which the current staff cannot accommodate due to the press of their current activities and nonexistent back up support personnel.

It should be emphasized that the interns will not be exposed to any confidential information whatsoever and they will be overseen/supervised by the City Manager and certain staff members as they proceed in their assigned projects. Due to limited office space, the majority of their work will be completed away from City Hall.

A fully documented Project Outline will be developed by the City Manager including supporting activities which will serve as the “blue print” for each endeavor including time lines and mile stone meeting dates.

As each project moves its way toward completion the Council will be given updates and project status reports. A final work product report (on each assignment) will be tendered for Council deliberation and subsequent policy approval.

There is no cost for using Interns as they will receive college level credit for their involvement here. Some of the projects are as follows:

- Design various configurations for an information only website including cost estimates with target dates for completion.
- Design alternative approaches to our financial reporting and budget preparation procedures including alternatives to the software used and the vendors providing same. This will include costs and implementation considerations.
- Determine best approaches used by other jurisdictions in gaining favorable federal revenue sharing and federal grants in an array of applications and processes.
- Design communications vehicles using graphics technology including but limited to the professional publication of a monthly newsletter.
- Develop cost containment surveys to determine how they were successful in other organizations and if their methodologies are transplantable here.
- Other projects as determined by the City Council and Administration