

**Minutes**  
**Staff meeting**  
**October 31, 2014**

**Participants:**

Roy Cranman  
Accredited Estate Planner  
Chartered Life Underwriter  
Chartered Financial Consultant

Joel Lanken, City Manager, Tonya Tripp, City Treasurer, Eddie Robinson, Director, Community Services, Eric Beckman, City Clerk, David Colwell, Chief of Police, Harold Simmons, Captain Police Department, Jack Kirksey, Code Enforcement Officer.

1. Roy Cranman, extending disability leave policy. Roy illustrated the need for upgrading our program and estimated it will cost \$12,000 to do so. It was agreed that his write up of the advantages will be included in the FY 15 Budget Message.
2. Employment contracts – Eddie was the only one who tabled a contract from his peer group and will be taken into consideration when the City Manager documents a proposed contract for all staff personnel during the budget presentation this year.
3. Cross training and back up status – final resolution. Hire external, yes or no? It was decided to wait until the new financial system is operative (approximately 1/1/15) wherein a front window clerk will be hired to take the strain off existing members of handling that activity. Sandy will be charged only with court related activities and nothing more. Permits will be transferred from Eric to Eddie and Eric will take on HR from Tonya while backing her up in the accounting arena. A new job description will be prepared for Brandy's expanded job for council approval.
4. Financial software upgrade status – anticipated January 2015
5. Pension implementation status including employee meetings – everything is in sync except we are awaiting Gabe to schedule his employee meetings
6. New appointees to URA – it will be necessary to remove Joel, Eddie and the Mayor from this entity because there is a residency requirement and no elected officials can be on it.
7. Budget time table for review and adoption – formal meetings will begin in November
8. Performance evaluations- have been accomplished
9. Bonus pool for special projects- will be a function of the new budget to accommodate a host of special projects
10. Capital budget preparation – will be a part of the new budget preparation
11. Election strategies – discussed previously
12. Holiday planning and associated activities – each staff member will forward to the city manager the dates of their expected time off so as to review overlaps etc.

13. Other

**14. SPECIAL PROJECT ASSIGNMENTS – these will be discussed during the budget meetings**

- Grant writing
- Community block grant funds
- Street light districts
- Tax collection on delinquencies
- Occupational tax survey
- Amnesty program
- Selling of underutilized assets
- Revitalization of Gateway and upgrading zoning ordinance
- Remodeling brick and mortar at city hall
- Finalization of codification of ordinances
- Fire contract reopener
- Other

**TRI CITY OPPORTUNITY ZONE PROJECTS** – Eddie will produce the parcels and each member will immediately begin work on their share of the list of projects. Eddie's work product is attached for easy review

**APPLICATION CHECKLIST: Check to make sure all of the following items on the checklist are included in your submission. Please refer to the DCA Rules, Chapter 110-24-1 for further information.**

- Cover letter to Gretchen Corbin, Commissioner of Community Affairs, signed by chief executive officer of all governments joining in the request for designation
- Certified copy of all applicable enterprise zone ordinances, resolutions, and amendments (as applicable)
- Certified copy of all of local government resolutions establishing urban redevelopment area(s), urban redevelopment plan(s) including amendments and related resolutions (as applicable)
- Certification from the local government's attorney that the enterprise zone ordinances, resolutions and policies or the authorizing resolutions for the urban redevelopment plan were adopted in accordance with applicable law and applicable public hearing requirements. (In the case of an enterprise zone or redevelopment plan that includes multiple local governments, the local government attorney in each jurisdiction must execute a certification.)
- Narrative outlining a brief history of the proposed Opportunity Zone and a description of the blighting conditions within the proposed zone.
- Narrative explaining the community's revitalization strategy for the area, as well as describe what efforts the community has made towards accomplishing their strategic goals for the proposed zone. Also, please identify those individuals in the community who are specifically working on the revitalization of the proposed zone.

- Describe any potential conflicts of interest. (For instance, does an elected official own property within the proposed zone?)
- Representative sampling of photographs keyed to a map
- A property tax parcel table that includes parcel number, owner, address, current tax value, acreage, use and condition for each tax parcel included in the proposed zone
- Documentation of pervasive poverty, under-development, general distress, and blight, including:
  1. Unemployment rate information for the previous five years for areas incorporating the proposed zone compared to the jurisdiction or county as a whole.
  2. Building permit information for the previous three years for parcels within the proposed zone compared to the jurisdiction as a whole.
  3. Business license information for the previous three years for parcels within the proposed zone compared to the jurisdiction as a whole.
  4. Vacancy rate estimates for the previous three years for parcels within the proposed zone compared to the jurisdiction as a whole.
  5. Code enforcement actions for the previous three years for parcels within the proposed zone compared to the jurisdiction as a whole.
  6. Crime rate information (i.e. crime per 1,000) for the previous three years for the proposed zone compared to the jurisdiction as a whole.
  7. Information on the number of abandoned, obsolete, deteriorated or dilapidated structures within the proposed zone at the time of application.
- Digital copy of application (on disk or thumb drive)
- Hard copy of map showing Urban Redevelopment Area or Enterprise Zone boundaries, local government (city/county) limits, and individual parcels within the proposed Opportunity Zone boundaries
- Digital GIS files detailing the proposed Opportunity Zone (i.e. shapefiles or geodatabase feature classes (with prj). Applicant may submit maps via CD or Internet file transfer program provided by DCA. Digital maps should include individual boundary polygons as listed below:
  1. Urban Redevelopment Area or Enterprise Zone boundary file
  2. Parcel file (just the parcels in the OZ) must include parcel ID number
  3. Boundary file for the Opportunity Zone