

MINUTES OF THE APRIL 14, 2008 CITY COUNCIL WORK SESSION
AT THE JEFFERSON CIVIC CENTER

PRESENT: Mayor Joiner, Council Members Plott, Kinney, Kidd, Griffith, Varnedoe, City Mgr. J. Ward, City Attorney R. Hopkins, City Clerk E. McDonald

- 1. CALL TO ORDER - MAYOR JOINER**

- 2. PLANNING & DEVELOPMENT – JERRY WEITZ**

- A. Review of Public Hearing Procedures – Jerry Weitz

Jerry Weitz, Planning & Development Consultant, read the public hearing procedures into the record.

1. Sandra Gentry rezoning and variance requests. Mayor Joiner stated that the rezoning and variance requests would be presented together.

Rezoning Request

R-08-J03 Sandra Gentry to rezone property (0.37 ± acres) located at 682 Washington Street, from R-2 (Medium Density Residential District) to C-1 (Neighborhood Commercial District) for the purpose of retail (consignment) (Tax Map/ Parcel J01/008) (property fronts 113.28 feet on north side of Washington Street (US Hwy 129 Business) 1,168.7 feet west of the centerline of Dickson Street).

Variance Request

V-08-J06 Sandra Gentry to vary Section 8.3.4 (dimensional requirements of buffer of 30 feet and setback of 40 feet abutting R-2 zoning) to reduce rear setback to 23.07 feet, reduce side setback to 34.91 feet, reduce rear buffer to 10 feet, and reduce side buffer to 0 feet, on property located at 682 Washington Street containing 0.37 ± acres (Tax Map Parcel J01/008) (property fronts 113.28 feet on north side of Washington Street (US Hwy 129 Business) 1,168.7 feet west of the centerline of Dickson Street).

Sandra Gentry addressed Council asking to rezone property from residential to commercial. She provided Council with a drawing of the parking lot. Ms. Gentry noted that the biggest issue is the parking lot which is in front of the residence. Ms. Gentry stated that the parking area will allow for six to eight parking spaces. In the information provided to Council is a letter from GA DOT regarding the driveway. Council Member Plott asked what side is zero setback? Mayor Joiner noted that the reason for the zero setback is because of the driveway. Ms. Gentry also mentioned the removal of a pecan tree that is close to a (Georgia Power) power line. Mayor Joiner asked if this brings on other issues as far as tree replacement. Jerry Weitz, Planning & Development Consultant, stated that it did not. We evaluated that when Ms. Gentry brought in a final site plan.

2. **Other Variance Requests**

V-08-J01 Jefferson Hospitality, Inc. to vary Section 8-3-4 (side landscape strip), on property located at 5221 U.S. Highway 129 North containing a 1.710 acres (Tax Map/Parcel 092/011).

V-08-J04 Jefferson Hospitality, Inc to vary Section 8.3.4 (side building setback) on property located at 5221 U.S. Highway 129 North containing 1.710 acres (Tax Map/Parcel 092/011).

V-08-J05 to vary Section 12.3.9 (increase maximum permitted compact parking spaces) on property located at 5221 U.S. Highway 129 containing 1.710 acres (Tax Map/Parcel 092/011).

John Stell, Attorney and representative for Jefferson Hospitality, Inc. presented a conceptual plan for Country Inn and Suites and retail shops at U.S. Highway 129 and Interstate-85. We wish to develop a quality hotel and retail space in a corner which is currently a vacant and old business location. We believe this project will greatly enhance the appearance of this intersection, provide increased economic activity, and provide jobs for the citizens, along with an increased property tax base for the City. We anticipate the investment in the land and building alone is \$6 million and will bring in over \$190 million of annual revenue to the City.

On one side of the property is I-85, on the other is a trucking terminal. The three variances are essential in making the project work. The site plan provides for more than the required open space. It provides for less building coverage over the site than the code allows and a greater tree and shrubbery planting than is required. Let me address the three variances. (1) The 5' wide landscape encroachment. The very tip of this retail building sticks over a foot or so in that 5' landscape. A one foot encroachment along the side where the parking lot would encroach into that five foot strip very slightly. This variance doesn't really impact the adjoining property at all. We have also incorporated some high density landscaping in these areas to offset encroachment. (2) The second variance involves a side building setback which has a 10' setback required along the side of the property line. An encroachment into the building is required to accommodate the site designers and to accommodate that setback. We no longer need the variance on the rear setback. (3) We are asking for a variance for the compact parking spaces. The Northwest lot is primarily for the employees and we have concentrated more of the compact car parking into the employee area; but, we have made that lot smaller and moved more of the parking into the other areas of the site and included some of the compact parking in other areas.

Mr. Stell continued to say that the Hotel building is a three story facility and he has reviewed the plan with the Fire Chief. He has no objection to it and is satisfied with the fire protection and accessibility. QCPC reviewed and approved these three variances. I would like to note something that has just come to our attention today, about one acre of this site near I-85 is not in the City. We are going to have to file an annexation. We

would like to ask at your Voting Session to approve these three variances contingent on the annexation process being completed and approved. City Manager Ward noted that this was owned by DOT and acquired when they were upgrading the ramp about ten years ago. Then it moved back to private property ownership. Mr. Stell noted that Jefferson Hospitality already owns the entire property. Council Member Varnedoe questioned the distance from the entrance to the ramp on I-85. City Manager Ward noted that this is an existing entrance that will be used. Council Member Plott questioned fire safety and how do you fight a fire at the Hotel. Mr. Stell noted that the Hotel will have a sprinkler system and the ladder truck can come in on both sides of the Hotel (within 150'). The Fire Department can also access the property from the back side. There are gates that the Fire Chief could get into in an emergency. City Manager Ward stated that we can confirm this with the Fire Chief prior to approval. He continued to say that this is a much enhanced design from the original. The original placed the hotel in the back area and the Fire Department was instrumental in adjusting that. Council Member Varnedoe questioned how many rooms the Hotel will have. Mr. Stell stated that the Hotel will have 65 rooms. Council Member Varnedoe continued to inquire about what the requirements are for parking. Mr. Stell replied that the code states 75 or more spaces. The employee parking designed with compact parking spaces is at a rate of 50% and we are asking for a variance so there can be more compact spaces.

3. City Manager – John A. Ward III

- A. Finance – Amie Vaughan
- March Budget Report

We have all been busy this month working on various projects, as well as, day-to-day operations. I have drafted a purchasing policy this month that I hope will provide more direction and better control of the City's finances. I have also started looking at the City's internal control procedures for cash handling. I began with the Water and Sewer Department because this department takes in more money than any other department in the City. However, I will be looking at the procedures throughout the City of Jefferson during this year. Internal controls are very important to have in place, in order to safeguard City assets. We are continuing to move forward and bring the City of Jefferson up-to-date. Putting policies and procedures in place is a great way to insure the citizens of Jefferson that their money is being handled appropriately.

General Fund

There is currently 75% of the Fiscal Year remaining. General Fund has collected 44.20% of the budgeted revenue for Fiscal Year 2008. The majority of revenue is from the collection of property taxes. There is currently 78.15% of the budget remaining. All departments are currently operating within their budget.

Special Notes: We did not budget for a Tax Anticipation Note during 2008. General Fund Contingency balance is \$521,697, however, this number will decrease due to the 22% increase in employee health insurance. (Note: We will be coming back with the amount necessary to cover the insurance premium once we receive our first invoice from MSI

Benefits.) It will also be decreased to pay The Standards Foundation \$6,940 for the Safety Check Program allocation for 2008 which was approved by council after FY08 budget was approved

Water and Sewer

Water and Sewer Fund has billed 7.76% of their budgeted revenue. However, 50.84% of the revenue budget is GEFA loans to fund Capital Projects. Currently, 16.28% of operating revenues has been billed. Also keep in mind that our revenue increases during the warm months. The Water and Sewer Fund has 91.50% of the budget remaining. Of this budget 59.08% is related to Capital Project. Looking at operating expenses there is 81.18% of the budget remaining.

Quad Cities Planning and Development

Through the month of March 23.47% of the revenue has been collected. There is still 88.09% of the operating budget remaining.

Solid Waste

Currently 26.43% of revenue has been billed. There is currently 83.22% of the operating budget remaining.

Cash

Our cash balances are currently as follows:

Cash in Bank – General Fund	\$	2,476,409.80
Cash in Bank – Water & Sewer Fund	\$	770,526.97
Cash in Bank – Quad Cities	\$	168,765.00
Cash in Bank – Solid Waste	\$	45,667.65
Cash in Bank – Impact Fees	\$	135,825.77
Cash in Bank – SPLOST (Rec)	\$	101,367.83
Cash in Bank – SPLOST (Pub Safety)	\$	1,000.00
Cash in Bank – SPLOST (Roads)	\$	396,419.39
Cash in Bank – SPLOST (W&S)	\$	226,174.84
Cash in Bank – SPLOST (Library)	\$	52,261.68
Cash in Bank – Road Bond	\$	6,523,275.10

Mayor Joiner inquired about the school road project cost. City Manager Ward stated that it's approximately \$140,000. We received revenue from the interest rate by moving it into the appropriate fund to fund that entire project this year. City Manager Ward noted that this is the first time Council has seen a LOST collection. While we are continuing to monitor that, because of the delay in the processing we only have one month's revenue that we can compare. Ms. Vaughan noted that looking at January of this year it was \$63,194.16 which was a decrease from January 2007. If you look in November and December of 2007, they are up from the prior

year of 2006. City Manager Ward noted the email from Becky Taylor with GMA, who helped us to identify the problem and it appears that the Department of Revenue had some glitches due to leap year. All cities around the state are experiencing a 15-20% decrease.

- Discussion of New Purchasing Policy

Ms. Vaughan gave the highlights of the new Purchasing Policy. Public Works Director Jeff Killip had questions about the following:

--Competitive Sealed Bidding, "Any materials, supplies, equipment, or projects that are expected to cost \$20,000 or more shall be acquired through the competitive sealed bid process." Mr. Killip said this concerns purchase and availability of chemicals for the water plant. Mayor Joiner stated that the wording should not be changed, just have a statement concerning emergency purchases such as chemicals for the water plant.

--Construction Projects – Bonding requirements should be changed from \$50,000 to \$100,000 because of state requirements.

We are going to start using requisitions and this will help in keeping up with the budget.

- 2008 Millage Rate and FY09 Budget Preparation Schedule

Ms. Vaughan presented the 2009 Budget Schedule as follows:

May - June 2008	Budget Presentations from department directors and council input.
6/23/2008	Submit Proposed Budget and preliminary Millage Rate at Council meeting.
06/30/08	Deliver to the newspaper, by noon, "Notice of Availability of Proposed Budget". This notice is required by OCGA 36-81-5(d) to be done during the week that the Proposed Budget is submitted to the City Council.
07/02/08	Notice of Budget Availability appears in newspaper.
07/07/08	Five-year history and notice of tax increase is sent to newspaper by noon for publishing.
07/09/08	Five-year history to appear in newspaper with notice of tax increase for City of Jefferson and 1st and 2nd public hearings.

07/14/08	Submit second notice of tax increase to newspaper by noon with notice of scheduled 3rd public hearing.
07/16/08	Second notice of tax increase and 3rd public hearing appears in newspaper.
07/18/08	Public hearings at 10:00 a.m. and 6:00 p.m. on tax increase - two meetings.
07/24/08	Public meeting at 8:30 a.m. to hear final discussion on tax increase.
07/24/08	Meeting by City Council to adopt FY 2009 budget and set millage rates following the final hearing on discussion of the tax increase.
07/25/08	Tax Commissioner processes tax digest and delivers to State.
08/20/08	Tax Bills mailed out.
10/20/08	Payment of Tax Bills due.

Council Member Varnedoe stated that we really need to inform citizens of this change. Ms. Vaughan noted that it will really effect those with escrow accounts.

B. Library – Amy Carlan

- Consider appoint of Jefferson Library Board of Trustees

Amy Carlan with the Jefferson Public Library informed Council that it's time for renewal of Library Board of Trustee members and last year's three members (Sarah Allen, Mildred Gray, and Beth Laughinghouse) have agreed to serve another term. City Manager Ward noted that it is open to other nominations from Council to serve on this Board.

City Manager Ward noted about \$52,000 SPLOST revenue has been received from the County. This is a portion of the \$120,000 we should collect for the Jefferson Library Building Fund.

C. Public Works Department - Jeff Killip

- Water & Sewer Projects
Jerry Hood, City Engineer, provided his monthly update.

Parks Creek Reservoir –The City’s permit application package to the Corps of Engineers continues to be in the “final stages”, and we are told that the case document has been submitted to the agency. We are also advised that the Corps is now requiring additional mitigation site for stream areas. Mr. Scott Cole and representatives of Eco South were in Jefferson last week to peruse some of the areas on City property that had originally been considered. Hopefully we will have an update on this issue before the Council work session. The Hardy Mill Branch mitigation plan and covenants has been forwarded to the Corps of Engineers.

On the EPD front, considerable efforts went into satisfying that agency regarding the Curry Creek water shed protection plan regarding impervious surfaces. The UGA Curry Creek Reservoir management plan was revised in collaboration with the City, Quad Cities, and EMI and submitted to EPD, along with several explanatory letters, including a letter from Mayor Joiner requesting that EPD Certify the project to the COE. Hopefully that issue is resolved. A two foot contour map of the reservoir site has been prepared for final planning. EMI has recently met with the “spokesperson” for the property owners and they are providing current boundary survey information to be incorporated into the final concept plan.

Highway 129 Sewer Extension – The project has been complete and ready for closeout activities. A final submittal and close out documentation has been received form the contractor and is under review. EMI is aware of the concerns of the council regarding this project. Upon review of the final documents, EMI will provide an opinion within the limitations of the Engineer’s authority as outlined in the contract documents. Beyond that, further action will be up to the Mayor, City Council and City Attorney.

Central City WWTF Operations– A copy of the February operating report is attached. The plant operations have stabilized and the facility met permit conditions during the month. The microbiological population has increased, and the March operations are improved. During the month, the plant operated at an average of 0.469 MGD or about 47 % of capacity. The flow has increased somewhat due to increased rainfall. Investigation into upgrading the plant to reuse quality and diverting flows to the upper Curry creek basin are pending at the Georgia EPD. The agency is developing guidelines for “indirect and direct potable reuse”, which should be published by year end.

I-85 WWTF Expansion – The City’s efforts to provide additional capacity at I-85 focuses on two stages of expansion. These include a minor expansion of the Land Application System (LAS) and a future mechanical plant with a discharge. The City has completed the public information aspects of these projects until the actual draft permits are issued. The DDR for the minor expansion has been completed and approved by the Georgia EPD. The City’s 2008 permit renewal for the LAS includes the permit for the

expansion, whenever this capacity is needed. All documents for the future mechanical plant have been completed and the City has met public participation requirements. The EPD has issued comments on the final design development report (DDR), and these are being addressed for re-submittal.

The City is in an excellent posture- *permit wise* to facilitate waste treatment needs in the I-85 corridor for many years.

MLK, Jr Drive Extension- This project was reviewed by staff and the project consultant last week. Communications with DOT staff have also been made, regarding the project schedule. Since the funds have flowed from ARC to the Federal Highway Admin & GADOT, the estimated project completion schedule is rather disturbing. One estimate shows the project schedule at May, 2011, due to the environmental and technical review procedures. A re-evaluation of the programming of this project is underway.

Waste water pumping and transfer Facilities for the I-85 Corridor –The contractor for this project has been issued a notice to proceed and is officially underway. The contract completion date is August 6, 2008.

Plan for High rating water plant facilities- The plan to “high rate” the filters at the water plant and increase the capacity by 40% is complete and has been submitted to EPD. The project will include, re-building the filter media, plate settlers to enhance treatment, automatic sludge removal, chemical storage and other enhancements. EPD has visited the plant and given concept approval. A design Kick-off meeting has been held at the plant. Detailed specifications are being prepared for submittal and approval. A GEFA loan application will be processed for funding the project in late summer.

Capital Improvements Element (CIE) and rate study analysis

The City has approved the future infrastructure study to address future capacity needs and proper funding mechanisms. This study is essentially complete and is under final review by EMI principals and City staff. The document will provide a new five, ten and twenty year plan for the water and sewer system. Water supply and waste water demand projections will also be provided to the year 2050. Obviously population and water use projections are very subjective at this time due to the economic climate and many other factors. This plan is at the 95% completion stage, with population, customer base, and an implementation schedule being the final components to complete.

Curry Creek Reservoir Enhancement program

Plans, specifications and bid documents have been completed for this project and submitted to EPD for review. Permitting is in process. The project will include dredging of the upper portion of the reservoir, with final disposition of the dredge material being hauled to the I- 85 spray field properties. The City’s DCA- ITD Grant was approved and the GEFA loan application was approved on January

29th. Upon approval of the plans, an appropriate implementation strategy and schedule will be developed in the best interest of the City.

Hog Mountain Road Utilities Relocation-

The widening of this road will necessitate the relocation of certain water and sewer facilities owned by the City that are in conflict with future construction. The contract for construction has been awarded and a pre construction conference held. A notice to proceed has been issued and work is underway. The contract completion date is May 4, 2008.

Hoschton Street Water Tank Renovation- Utility Service of Perry Georgia has completed the major portions of this project. The logo, lettering and final clean up remains to be completed.

Groundwater Resource Investigation

A&S Environmental has completed a service area wide groundwater resource investigation, using the latest methodology and technology. The preliminary report and recommendations have been submitted. The City staff is investigating the most logical city properties for potential test well sites.

- Road Projects – Jeff Killip

Jeff Killip, Public Works Director, pointed out that the water tank has a new logo. He then proceeded with his report on road projects:

--Hog Mountain Road – Two groups of individuals were arrested (in the same day) for stealing equipment from this project area. The utilities are completed, the County will start their construction work.

--John B. Brooks Road – The County had a meeting with Walnut Fork business owners to discuss how businesses will maintain traffic flow during construction. Construction phasing will then be finalized and we can move in with our utilities. The County has reached an agreement with the Railroad to start railroad improvements, as part of the whole project.

--School Road Project – This project is 90% complete.

--One-way system – Our engineers are preparing utility relocation plans.

--Civic Center Parking Lot – Design has been decided upon and given to engineers. Some of the work on the parking lot will be done by City workers. Joe Savage, Street Division, has a new roller and has been doing a lot of patching. I have evaluated over 90 streets and Mr. Savage has already patched some streets before I get a chance to ask him to work on the street.

Council Member Varnedoe asked about Park Avenue. Mr. Killip said that Park Avenue is on the list and likewise is Gordon Street crosswalks (for controlling traffic) that Council Member Kidd inquired about. Mayor Joiner suggested raised crosswalks like the ones on Enota Drive in Gainesville.

D. Better Hometown – Beth Laughinghouse

- Jefferson Streetscapes Update

Better Hometown Manager Beth Laughinghouse asked Council to look on page two of the update from Bron Cleveland & Associates that concerns the delays in the Streetscape: “Due to contractual issues between GDOT and Moreland Altobelli (MA), MA directed us to send submittals directly to GDOT, until further notice. Plans/documents had to be rerouted to Carleton Fisher for review. We have been advised by GDOT that the TE program is going through a reorganization process and will experience some delays.” Ms. Laughinghouse continued to say that Representative Tommy Benton is assisting the City in trying to determine a start date for the Streetscape.

At a recent Better Hometown meeting, members decided to call the Pocket Park “Marlowe Park” in memory of Buck Marlowe. Billy Mitchell donated a Christmas tree in memory of Judy. We have electricity for the Christmas tree lights. Windstream has been gracious to allow us to hook into their electricity. We have more planting to do. When everything is completed with the park, we will have a dedication.

- Downtown historical monument restoration presentation

Michael Bowen spoke on behalf of Friends of the Monument, providing a brief history of the monument for Council. He said the group feels the time is right for restoration of this monument in light of the Streetscape plans for downtown. With Council approval, Friends of the Monument will proceed with fundraising, select and work closely with a sculptor. A DOA will be submitted to the Planning Department prior to installation. There will be a dedication and unveiling ceremony upon completion.

Mr. Bowen continued to say there are three mediums approved for this type of monument – granite, marble and bronze. He prefers bronze. City Manager Ward noted that this has been before the HPC. Council Member Plot asked Mr. Bowen if he’s done other projects like this. Mr. Bowen replied that he had not and that it is a challenge and the project is contingent on the fundraising. He looks to Mr. Ward for assistance with grants. City Manager Ward stated that one of the key factors when it comes to grant work is that the project is recognized and approved by the City so it can be considered a partner in that project.

E. Administration – John Ward

- Monthly Department Reports

City Manager Ward stated that the monthly department reports are reflective of the productivity of all departments.

- Insurance Enrolment Update

City Manager Ward noted that with the 22% increase from GMA, and the subsequent switching to MSI Benefits, we will have a \$7,000+ per month savings. This is a substantial amount; but, at the same time, in going to open enrolment, we had some employees add to their plan. We have saved about 70% per month. We will be bringing you more information as we proceed; but, I wanted to give you the initial numbers that Elizabeth McDonald, City Clerk, put together.

- Presentation & Discussion of New Code of Ordinances

City Manager Ward presented the new Code of Ordinances stating that this project initiated about one and a half years ago with information that was stored in two filing cabinets. This brings before you a consolidated, precise Code of Ordinances that refers to the State law and everything you have passed that we can find. This includes your Land Use Management Code, all of the laws involving alcohol ordinances, City Charter. This has been legally reviewed, cross-referenced, and is ready for adoption. This will also be placed online on our website that Council Member Plott has been so gracious to help us with. It will be a word searchable database. It will be updated quarterly by Municode. After you adopt an ordinance, Ms. McDonald will forward it to Municode the next day, and we will have about a 24 to 48 hour turn around in getting it online. Four times a year your books will be updated. If we want to go over the tree ordinance requirement, we can look at it in our Code book, instead of having to make copies for distribution. I would suggest you leave your Code book here at the Civic Center, so you can easily have access to it during a meeting. A copy will be on file at the Attorney's office, at City Hall, and at the Library. Staff will update your books as the supplements come in. There is a handout in your packet that explains the entire process through Municode. If you wish to purchase an entire Code book, Municode has a link on their website where you can do so. Council Member Plott noted that it's not on the website now. It will be on the new website which should be up by the end of the month.

City Manager Ward said that the next item on the agenda is direction staff received on special events and the alcohol ordinance. Several changes were looked at. This has been circulated to staff that coordinates special events.

- Discussion of Alcohol/Liquor Ordinance

City Manager Ward stated that on the Alcohol Ordinance we have focused on the open container aspect. That's for outdoor special events. In the existing ordinance, outdoor open containers are prohibited. The new ordinance would allow that for special events in designated areas.

- Discussion of Special Events Ordinance
City Manager Ward noted that these draft ordinances involving special events as well as potential sidewalk café's is for your review and comment. This Special Event Ordinance provides for a greater umbrella incorporating special events within the entire City. The original ordinance for passing out literature on the downtown square has been incorporated into this Special Event Ordinance.
- Discussion of Sidewalk Café Ordinance
The Sidewalk Café Ordinance was added because the Alcohol Ordinance, which is your main ordinance, refers to the potential for sidewalk cafes.

Council Member Griffith stated that he thinks we should wait on the Sidewalk Café Ordinance until we finish the Streetscape.

- Discussion of proposal to convert to bi-weekly pay.

City Clerk Elizabeth McDonald presented on conversion to bi-weekly pay cycle. The purpose of this proposal is to request that the City of Jefferson implement several payroll system changes to improve the accuracy and efficiency of preparing payroll, as well as offering an added benefit to employees.

As an added benefit (and convenience) to employees, the City proposes to offer direct deposit for all employees (as well as the opportunity to deposit a portion of their paycheck into their personal savings account) and encourage all new employees to use direct deposit.

Use of direct deposit would reduce the costs associated with the printing of payroll checks and reduce the risk of lost or misplaced checks.

Employees will receive a receipt of their direct deposit and notice of their earned benefits (sick leave and vacation leave accrued) at the time paychecks are distributed.

By converting from weekly and bi-weekly payroll, overhead costs related to preparing payroll could be reduced by about half.

I devote approximately 40 hours per month to payroll (a reduction by 20 hours per month processing payroll would allow time for other duties/projects).

This is in addition to the time savings for Department Directors in compiling time sheets.

The process recommended involves a change from weekly to bi-weekly pay where employees will be offered the opportunity to receive a one-time-only one week advance paycheck that will be incrementally paid back through the end of December 2008. If an employee leaves before this is paid back, it will be taken out of their last check. Employees will sign a "Payroll Deduction Form" requesting the salary advance, as well as agreeing to pay back the amount in subsequent paychecks through the end of 2008.

Employees will be provided with a calendar of pay dates. We have chosen the month of August for the payroll conversion since August has an extra pay week. The conversion will begin in mid-August. Converting in August will allow ample time for staff to work with Regions Bank and QS-ONE to make appropriate changes to the system, and will give employees time to prepare for the payroll transition.

You can see the two week cycle on the calendar I've given you. The only variation is week one of the two week cycle employees will be paid for 13 days instead of 14. After that, it will be a full 14 day cycle.

The bank requires two days to process direct deposit. I have to have direct deposit to Regions Bank by close of business on Wednesday, employees will be paid that Friday.

The employee responsible for payroll within each department will be provided dates to submit payroll to the City Clerk.

Overtime will be paid on a weekly basis
--any time over 43 hours for police officers.
--any time over 40 hours for other employees.

John and I will visit each department to explain the conversion to bi-weekly and the opportunity to receive a one-time-only one week advance check, as well as the opportunity for direct deposit into their checking account (and a savings account, if they wish).

Ms. McDonald pointed out the cost savings in converting to bi-weekly pay (approximately a \$10,000 savings in man-hour time for 2009) and mentioned payroll calculations that she did online to show that employee deductions will be the same whether employees are paid weekly or bi-weekly.

Mayor Joiner asked for a copy of the sample payroll calculations to be put in each City Council member's box at City Hall. City Manager Ward noted that one of the biggest questions involves change to withholdings, does it change tax brackets, etc. and it doesn't. It provides for a greater use of technology that's come around in the past twenty-five years.

Council Member Kidd asked if employees have been contacted (not everyone of them) – just to get a feel for what they think. City Manager Ward said that there is an educational aspect to this. Our largest request is when are we going to get direct deposit. Council Member Kidd continued to say that some people base their lives on week to week checks. We do not need to just run something to Council and Council approve it. City Manager Ward said that we are not going to force anyone to use direct deposit. Do you want us to go to every department? Council Member Kidd said to do a random check. City Manager Ward stated that a random check would result in some people who like it and others who do not. Without going to every employee and asking them their opinion, I don't know if I can answer that question correctly.

Ms. McDonald continued to say that vacations can be taken during the non-payroll week; whereas, currently (when I take vacation) other staff have to schedule payroll processing within their already busy work week. This trickles down to Department Directors – when they are on vacation, someone they have designated in their department has to prepare payroll for that week.

The City of Jefferson processes a weekly payroll of approximately 111 checks. All day Thursday is spent processing payroll, cutting checks and stuffing checks in envelopes for Department Directors to pick up Friday morning. In an effort to streamline this process, as well as allow employees to have their checks direct deposited into their checking account, we are moving to bi-weekly payroll.

In a survey of local governments (Commerce, Braselton, Athens, Gainesville, Smyrna, Dawsonville, Hinesville, Woodstock) all process payroll bi-weekly for their employees.

There were many cities that I spoke with that made the conversion to bi-weekly so many years ago (15 to 20 years ago) that they could not share their conversion process with me. In some instances, the employee who handled that process has retired or is no longer an employee with their City.

Our payroll processing procedures have not kept pace with other local government practices or with the growth in the number of City employees.

Council Member Kidd said we should not sit here and make the decision without input from our employees. City Manager Ward said we will get a survey of all employees and report that back to you. Mayor Joiner said that he appreciates the educational process it's not going to make any difference to the amount of pay. The education is going to be going from a pay check every week to every two weeks and that is going to be hard on some people until they get used to it. Ms. McDonald interjected that this

is why we are offering an advance check. Mayor Joiner said he thinks it's a good idea to give them a floater for that week without a check. Council Member Kidd said if we can get some information before two weeks when it's time to vote, and do some education of employees. It's not like you bring us something and we approve it and this is it. Mayor Joiner said everyone is not going to like this. You are not going to be able to do something that makes everybody happy. We have to make a decision as to what is best for the City. We will take into consideration employees – what they think and what their feelings are. No matter what we do we are not going to make everyone happy. I think it's just an education process. City Manager Ward stated that this is to solicit Council support of us spending anymore time on the cost savings as well as the conversion.

City Manager Ward stated that we can get you additional information. So you will have as much information as you possibly can in making the decision. City Manager Plott said that he thinks the Recreation Department will be a big advantage.

- Discussion concerning potential update to the City of Jefferson Impact Fee Program.

City Manager Ward informed Council that we have received two quotes on updating the impact fee. The first is from Ross & Associates that's included in your packet. The second quote is from Marilyn Hall who is currently doing our Comprehensive Plan.

Mayor Joiner stated that it's important for people to realize that we are not about to do anything regarding impact fees. We all understand how the economy is and it's probably not a good time to establish anymore impact fees. The economy will change and we need to be in a position, if we so choose, to increase these fees. City Council Member Plott questioned whether we should do it now or should we wait. He continued to say if the housing market is not going to come back in four or five years should we be spending this money now? City Manager Ward stated that there is a timeframe associated with Mr. Ross' quote. There is also a more detailed outline of the Hall Consulting's plan. Mayor Joiner stated that anything we spend on this is reimbursable. Council Member Griffith stated that if we go ahead now, whether we implement it or not, we will have it ready. He continued to say the cost of this is going up if we wait six months or a year the cost could double.

City Manager Ward stated that the Impact Fee Methodology Report was done in 2004. By the time we end the year, our methodology report will be about five years out of date. Part of this report allows you to look at other opportunities such as Library, Public Safety, and potentially transportation. Council Member Kinney questioned that Hall's quote is

\$16,500 and Ross' is \$8,700? Mayor Joiner said Ross' has the potential of being more. It currently includes public safety, library, and parks and recreation. Mayor Joiner said transportation needs a long look because of all the complications. City Manager Ward said we currently only collect impact fees for Parks and Recreation. Council Member Plott inquired if they have to be paid within six years of collection or reimburse? City Manager Ward said this is correct.

- Solid Waste Collection Contract Notice
City Manager Ward said this item is a notice to Waste Pro of our intent to create a new Request for Proposal (RFP) for solid waste collection. In 2006 we removed bulk waste. This will allow us to bring all commercial and residential in line as well as have set prices for all different businesses and residences throughout the City.

City Manager Ward proposed that we reintroduce our bulk collection on a scheduled basis and we have multiple vendors, including Waste Pro, who have agreed to include that in a proposal so that we will schedule it, charge a small administrative fee, and offer that service for residents.

- Resolution to adopt City of Jefferson Capital Improvement Element (CIE) and Short Term Work Program for submission to the Georgia Department of Community Affairs

City Manager Ward stated that this one was passed earlier this year, adopted and accepted.

- Resolution to adopt Hazard Mitigation Resolution
City Manager Ward noted that this is a resolution to adopt the County's Hazard Mitigation Plan. He presented a Hazard Mitigation (Pre-Disaster) Program book which has been worked on by the City, as well as Jackson County Emergency Management. This includes everything from thunder storms, tornados, drought, wild fires, and hazardous waste spills associated with our roadways and railways. The importance of this document is that we have to have this adopted and then pass that record of adoption on to the State so that GEMA and FEMA recognize us as having this in place so that we will be capable of being reimbursed if we have a disaster. I will be giving copies to the Fire and Police Department upon final adoption.
- Discussion of conflict of June 23 Voting Session with GMA Annual Convention.
City Manager Ward suggests we move the June Voting Session to June 16th. Ms. Vaughan noted that budget preparation will move up a week also.

- Notice of Municipal Government Hall of Fame Opportunity
City Manager Ward noted that the notice of Municipal Government Hall of Fame Opportunity is from GMA and the information is in your packet.
- Schedule of Activities
City Manager Ward informed Council of upcoming activities and events among which are Movie Night on April 26th, Jefferson Parks & Recreation Golf Tournament, Bluegrass, BBQ, & Blue Jeans in May, and the GMA District Spring Listening Session. Ms. Laughinghouse noted that as part of Georgia Cities Week department directors will be present before the Bee Movie begins on April 26th to provide information to participants about their department.

1. Public Comment – The following individuals have requested to be on public comment list.

Mayor Joiner stated that three citizens are going to be addressing Council tonight about their concerns with the City's noise ordinance.

- Mr. Bobby Patterson
Bobby Patterson informed Council that he lives close to Mike's Down Under and has his elderly mother and sister that has cancer living with him. He would like to ask that downtown businesses that have entertainment until 1:00 a.m. on Sunday morning, be asked to stop the music at 12 Midnight. He asked for a probation period of 30 days and after 30 days businesses that continue to violate the noise ordinance have their business license revoked. The decibel level is 60, instead of 50. He commends the Police Department for everything they have done.
- Mr. Mike Carron
Mike Carron, owner, Mike's Down Under and Mike's Grill, asked his attorney, Nancy ValPred, to speak on his behalf. Mike's is not noisy for a bar. Apparently we have one gentleman, maybe two, that continue to complain about this. I don't think we currently have any citations. What's the violation? Mike has done everything that is required of him under the Code. We have officers here who do respond. But, they find no violations. We have no problem with police officers coming in and checking out the place. I feel for this gentleman's complaint; but, we are not violating the ordinance – the decibel level is at 50. You have several officers who come to Mike's on a repetitive basis due to complaints of individuals, harassing in nature maybe. This gentleman has complained repetitively during church services that were being held at Mike's because someone parked where he didn't want them to park, he interrupted church services to complain. This gentlemen, unfortunately, has his own problems. We are not violating your ordinances. We are running a

respectable, quiet as it can be bar, where people are having a good time within your law. Can we just ask that everything stay status quo?

- Mr. Len Sturkie

Mr. Len Sturkie stated that he recently retired from 32 years with Dahmler Chrysler where among my responsibilities were investigating and conducting situations related to noise complaints. The continuing noise situation from Mike's has a negative impact on our quality of life. The City's noise ordinance limits up to 60 decibels at 10:00 p.m. for commercial and 45 for residential. My home is 300' from Mike's Down Under. We have recorded 60 decibels inside our house – enough to make the windows rattle. Outside on our property it's over 70 decibels. These high levels of continuing noise accompanied by a very powerful, low frequency base rumble are impossible to ignore.

The equipment I have and the City has will not pick up low base rumbles. When you pull up to a traffic light next to a car with a base system, it hits you right in the stomach. This is what we endure. We cannot go to sleep when this is going on. This goes on until 1:00 or 2:00 a.m. on Sundays. Records will show that we have filed numerous complaints. Police have responded. The sound, which is a decibel reading exceeding 60 and the base sound which will not properly reflect on the reading, goes on week after week, including this weekend. Although our home has been a private residence for over 120 years, we are being treated like commercial property because the City has included residents in the highway commercial district. We are in a different zoning district. We are requesting that the City apply the 45 decibel reading to our home and our property. Establish a means of controlling the base sound and also request that the music end at midnight. Mr. Sturkie provided a demonstration of music at 60 decibels, with the assistance of Sgt. McNatt with the Jefferson Police Department and his use of the City owned decibel meter. Sgt. McNatt stated that it was going past 60 decibels during the demonstration, probably 70 decibels.

Ms. Val Preda questioned whether it's at the property line. Mayor Joiner concurred. Mr. Carron said that we have always tried to respect whomever. Long before the police officers were first called, I purchased a decibel meter and we would check for the levels. We would go to the area toward Chris Roper's house and the band would play and we would tell them they had to lower their sound until they got at the correct decibel. We would call the police and together we would look at it. Every time we did that we would get a call from Mr. Patterson saying the noise was too loud. Occasionally you will have a band slide it up on us and I walk around with the meter and when it's too loud, I tell them to turn it down. It did happen Saturday night and we threatened to kick the band out. It happened again and we did tell them to stop. We are doing everything we

can do. Over the course of the years, we've had 150+ complaints primarily from Mr. Patterson, maybe one or two others. Mr. Patterson does not live next door to us. There is a building next to us and those people have never complained. We have talked with them all the time and they've not had a problem. Only once has Chris Roper complained and she was right and we corrected it.

Police Chief Joseph Wirthman stated that he asked the 911 office to document the number of calls they have received about Mike's Grill in the past ten months. There were 15 calls from the Patterson's, 7 reports, and officers were taken away from other duties for eight hours. Mayor Joiner asked when the officers go out and talk with the owner, what is the attitude? Sgt. McNatt addressed the Mayor's question stating that he gets the calls and there is a loud base coming from Mike's. I have, several times, personally gone inside and talked with Mike and he's done everything that he can to bring the noise level down. We have gone out prior to the band starting and they are doing a sound check and checked the decibel readings and they comply. This weekend we did get a call, they were well over 60, almost to 70, and I went to Mr. Carron and he addressed the problem. They didn't comply with what he asked them to do. I showed him the meter was still well over 60 and he asked them to stop playing. Mayor Joiner asked what time of night did this occur and Sgt. McNatt stated that it was a little after midnight

Mr. Sturkie addressed Council stating that Mike's attorney mentioned there have not been any violations in those citations. I believe there is a citation coming up in May in the Magistrate's Court.

5. Executive Session – Personnel

Mayor Joiner said that Council has decided they do not need an executive session.

6. Other Business

None.

7. Adjourn – Mayor Joiner

Mayor Jim Joiner

City Clerk Elizabeth McDonald