

**CITY OF SOUTH FULTON, GEORGIA
CITY COUNCIL RETREAT**

**CALLAWAY RESORT AND GARDENS
4500 Southern Pine Drive
Pine Mountain, GA 31822**

Rooms: Sourwood 4 and 5

**THURSDAY – MARCH 10, 2022 -
SATURDAY – MARCH 12, 2022**



**The Honorable khalid kamau, Mayor
The Honorable Catherine F. Rowell, District 1, Councilmember
The Honorable Carmalitha Gumbs, District 2, Councilmember
The Honorable Helen Z. Willis, District 3, Councilmember
The Honorable Jaceey Sebastian, District 4, Councilmember
The Honorable Corey A. Reeves, District 5, Mayor Pro Tem
The Honorable Natasha Williams, District 6, Councilmember
The Honorable Mark Baker, District 7, Councilmember**

CITY COUNCIL RETREAT AGENDA

THURSDAY, MARCH 10, 2022

12:00PM – 12:15PM

Pastor Warren L. Henry, Sr., City Chaplain
Tammi Saddler Jones, City Manager

Opening Invocation
Overview of retreat agenda
Goals and/or expectations

12:15PM – 1:00PM

Brian Knight, Legislative and Congressional
Reapportionment Office (virtual)

Redistricting Process
Q&A about proposed redistricting map

1:00PM – 1:45PM

Mayor Rochelle Robinson,
City of Douglasville

Proposed Council Committee Structure

2:00PM – 2:15PM

Break

2:15PM – 3:15PM

Karen Slaton-Dixon, Finance Director

Revenues/Expenditures Year to Date
Capital Budget Overview
Business Occupational Taxes
Review of Reserve Funds
Initial Mid-Year Budget Review

3:15PM – 4:00PM

Michael Brown, Brown Pelican Consulting, LLC
Terrell Jacobs, Georgia Municipal Association
(virtual)

Overview of Local Option Sales Tax
(LOST) Process/Negotiations

4:00PM – 4:45PM

Attorney Jeffrey Strickland,
Jarrod & Davis, LLP (Virtual)

General Overview of the Charter
Amendment Process for Municipalities

4:45PM – 5:00PM

Wrap Up

6:00PM

Dinner – Carriage and Horses Restaurant
607 Butts Mill Rd, Pine Mountain, GA 31822

8:00PM

Fellowship by the Firepit (outside of the hotel
restaurant)

FRIDAY, MARCH 11, 2022

7:00AM – 8:30AM

Breakfast – Piedmont Dining Room

8:30AM – 9:00AM

Tammi Saddler Jones, City Manager

Recap of the previous day
Review of today's agenda

9:00AM – 11:00AM

Donald Toms, Assistant City Manager
Antonio Valenzuela, Public Works Director

Solid Waste Overview of Program Goals
Overview of Standard Operations – Based
on Standard City Best Practice
Feedback and Communications efforts
Solid Waste Components – Menu of Options
and Costs
Overview of Data Collected
Review of Draft RFP
City's Role vs Contractor
Litter Expectations
Budget and Program Subsidies for FY23
Public Works - Jacobs Contract
Overview of City Buildings

11:00AM – 11:30AM

Corey Adams, City Clerk

Recap of Legislative Review Process
New Agenda Software – Proposed Timeline

11:30AM – 12:45PM

Break /Lunch– Piedmont Dining Room

1:00PM – 2:00PM

Rebecca Keefer, Interim Community
Development Director and
Reginald McClendon, Assistant City Attorney

Planning & Zoning 101
Recommendation for new procedure
for adopting approvals for zoning

2:00PM – 3:00PM

Gary Leftwich, Communications &
External Affairs Director

Proposed Communications/Branding
Policy

3:00PM – 3:30PM

Wrap Up

4:00PM – 5:30PM

Break
Explore Callaway Resort & Gardens
on your own

5:30PM

Seafood Buffet Dinner as group –
Piedmont Dining Room

8:00PM

Fellowship by the Firepit (outside of
the hotel restaurant)

SATURDAY, MARCH 12, 2022

7:00AM – 8:30AM

Breakfast – Piedmont Dining Room

8:30AM – 9:00AM

Tammi Saddler Jones, City Manager

City Manager's Goals
Update on any Operational and Staff
Changes
Accomplishments and Opportunities

9:00AM – 10:00AM

Tammi Saddler Jones, City Manager

Mayor and City Council Goals
The Mayor and each Council
Member will be asked to share at least
3 goals you want to accomplish before
the end of this year

10:00AM – 11:30AM

Terrell Jacobs, Georgia Municipal Association -
Facilitator

Relationship Building Matters – Only
the Mayor and City Council Members
will remain in the meeting room for
this discussion.

11:30AM

Adjourn

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- Attendees:** **khalid kamau, Mayor**
 Catherine F. Rowell, District 1 Councilmember
 Carmalitha Gumbs, District 2 Councilmember
 Helen Z. Willis, District 3 Councilmember
 Jaceey Sebastian, District 4 Councilmember
 Corey A. Reeves, District 5 Councilmember, Mayor Pro Tem
 Natasha Williams, District 6 Councilmember (Present via Zoom)
- Staff:** **Tammi Saddler Jones, City Manager**
 Vincent Hyman, City Attorney
 Corey Adams, Sr., City Clerk
 Don Toms, Assistant City Manager
 Pastor Warren L. Henry, Sr., City Chaplain
 Karen Slaton-Dixon, Finance Director
 Antonio Valenzuela, Public Works Director
 Rebecca Keefer, Interim Community Development Director
 Reginald McClendon, Assistant City Attorney
 Gary Leftwich, Communications and External Affairs Director
 Jacqueline Howell, Senior Communications Manager
- Program Guests:** **Rochelle Robinson, Mayor, City of Douglasville**
 Terrell Jacobs, Georgia Municipal Association
 Brian Knight, Legislative and Congressional Reapportionment Office
 (Present via Zoom)
 Michael Brown, Brown Pelican Consulting, LLC, (Present via Zoom)
 Attorney Jeffrey Strickland, Jarrod & Davis, LLP, (Present via Zoom)
- Other Attendees:** **Karen Atkins, Assistant to Mayor Robinson (Attended March 10, 2022)**
 Jereme Sharpe, Resident, (Attended March 11, 2022)

Provided is a high-level summary of the discussion and action items from the Council Retreat. The Retreat began on Thursday, March 10, 2022 at 12:30 PM. Councilmember Mark Baker was absent. The Retreat concluded on Saturday, March 12, 2022 at 1:30 PM. There were no votes or official actions taken during the three days of the Retreat. Presentations presented during the Retreat are available in the City Clerk's Office.

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Thursday, March 10, 2022

Councilmembers Present: Mayor khalid, Councilmembers Rowell, Gumbs, Willis, Sebastian, Reeves. Councilmember Williams was present via Zoom. Councilmember Baker was absent.

Pastor Warren L. Henry, Sr., City Chaplain rendered the Opening Invocation.

Tammi Saddler Jones, City Manager, reviewed the agenda for the day and introduced the first presenter.

Redistricting Process

Brian Knight, Legislative and Congressional Reapportionment Office provided an overview of the new proposed draft City Council District maps based upon 2020 updated Census data. The goal is to get each district as close to zero deviation as possible. The current population is 108,056 making the ideal district population as 15,436.

Councilmember Sebastian questioned Mr. Knight regarding whether census completion rates and city future development plans were considered in drafting the maps. Mr. Knight advised no to both questions.

When will the map go into effect? The maps effective date is determined by the City Council. The Council may implement the maps using the legislative process through the General Assembly or the Council may utilize Home Rule provisions to approve the map.

Mr. Knight advised he is open to making any suggested changes by the Council.

Changes in District 2 were affected by the underpopulation in District 1.

A discussion was conducted regarding the District 7 vacancy and when a potential special election can be held.

The City Council agreed to have a follow meeting and drawing session with Mr. Knight in the near future.

Proposed Council Committee Structure

Rochelle Robinson, Mayor, City of Douglasville, presented her experiences with the Council Committee structure in the City of Douglasville.

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Mayor Khalid explained his proposal for Council Committees and its structure.

The Mayor and Council had a discussion regarding its current process and procedures.

Budget Overview

Karen Slaton-Dixon, Finance Director, provided an overview of Revenues/Expenditures Year to Date, Capital Budget Overview, Business Occupational Taxes, Review of Reserve Funds and Initial Mid-Year Budget Review.

Overview of Local Option Sales Tax

Michael Brown, Brown Pelican Consulting, LLC provided an overview of the local option sales tax process. Mr. Brown explained the eight criteria which are used in determining and calculating the distribution of local sales tax.

General Overview of the Charter

Attorney Jeffrey Strickland, Jarrod and Davis, explained the process to amend the City Charter. The Mayor and Council agreed to have further discussion about Council relations and communication.

Friday, March 11, 2022

Councilmembers Present: Mayor Khalid, Councilmembers Rowell, Gumbs, Willis, Sebastian, Reeves. Councilmember Williams was present via Zoom. Councilmember Baker was absent.

Overview of Sanitation/Solid Waste

Donald Toms, Assistant City Manager provided an overview of the recently held sanitation/solid waste public hearings and the results of citizen surveys. Mr. Toms reviewed the recommended sanitation model and options available to the Council. Lastly, Mr. Toms reviewed the test model results from the Loch Lomond sanitation trial.

Councilmember Reeves expressed disappointment with the current status of the process. The Council requested that staff proceed with the RFP and place the item on the agenda for review and a vote.

Antonio Valenzuela, Public Works Director, reviewed the status of the Jacobs contract and the scope of their contract. Mr. Valenzuela provided the budget numbers for bringing public works operations in-house and a hybrid approach.

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The Council requested that staff plan to conduct a bulk trash day and find the resources to fund the event. Mr. Valenzuela is targeting May for the next bulk trash day. The Council asked staff to review the service delivery model for Merk/Miles Recycling Center.

The Council asked the City Manager to review the current process for hiring staff at the minimum salary and explore options to allow flexibility in determining compensation for candidates for new hire. The City Manager was asked to prepare to conduct an updated compensation and classification study.

Planning and Zoning 101

Rebecca Keefer, Interim Community Development Director and Reginald McClendon, Assistant City Attorney reviewed the comprehensive planning process and zoning procedures. The Council supported reviewing the zoning public hearing process and consider having the public hearing and vote at the same meeting (one public hearing). The City Attorney's office advised that there are due process concerns with allowing the public to comment on zoning cases at the regular meeting.

Councilmember Rowell expressed concern with the lack of adequate review time between the planning commission meeting and when the Council votes.

Councilmember Willis advised she would get examples from other governments where there are two public hearings and they do not have legal challenges.

The Council advised that their intent is to have the work session go back to a virtual meeting and have the regular meeting in-person at the Southwest Arts Center,

Proposed Communications/Branding

Gary Leftwich, Communications and External Affairs Director and Jaqueline Howell reviewed the Communications operations and their available capabilities. Mr. Leftwich reviewed the proposed communication policy and branding policy. Consistent branding was explained and a proposed logo was introduced. The Council asked staff to provide further revisions to the logo.

The Council requested more support from the Communications Department in covering events hosted by City Councilmembers.

Saturday, March 12, 2022

Councilmembers Present: Mayor Khalid, Councilmembers Rowell, Gumbs, Willis, Sebastian. Councilmember Williams and Reeves were present via Zoom. Councilmember Baker was absent.

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Recap of Legislative Review Process/ New Agenda Software

Corey Adams, City Clerk, provided an overview of the legislative process. Mr. Adams encouraged the Mayor and Council to continue to originate legislation with the City Attorney's office. Mr. Adams also provided an update regarding the new agenda management software, CivicClerk. The software development and implementation is about 50% complete. If all testing proceeds well, training should occur in late April and May with implementation no later than June 1, 2022. The system will include a new agenda management system that is web-based and allows more flexibility in updating and revising the agenda. The software will also automate the legislative process. Additional features include online management of the City's boards and commissions appointments. Lastly, the system will bring the video of Council Meetings inside the City's website and the YouTube video will no longer be needed. Mr. Adams explained that for official record purposes the website video will be the official record for the City. The YouTube video is not owned by the City and we have no way of ensuring possession or retention of videos maintained by a third party. The new video does not have a chat feature; however, it will allow for indexing of the video to specific agenda items.

A discussion was held regarding the challenges of the YouTube chat and inappropriate comments and activity. The City Attorney confirmed that the official means of public comment is at the Council Meeting and the process outlined for making/submitting public comment. The YouTube chat is not an official form of public comment.

The Council asked the City Manager to review the YouTube chat feature and prepare for transition to the new system.

City Manager's Goals

Due to time constraints, the City Manager agreed to send the Mayor and Council her report of goals, accomplishments, and opportunities in writing. She looks forward to having a discussion with the Mayor and Council regarding their goals and expectations.

Council Relations

Mr. Jacobs led the Mayor and Council in a discussion regarding how the Council interacts with each other and makes decisions as a group.