

2016 Council Work Plan

Tuesday, January 31, 2017 2:00 PM

- ☒ **Create a Communications Department/Plan for the City**
 - ☒ Create a plan for a new Communications Department including budget and job descriptions
 - ☒ Advertise for a Communications & Outreach Director
 - ☒ Hire for the new position
 - ☒ Consolidate communication roles and special events under this department
 - ☒ Eliminate existing Main Street Director Position through Budget
 - ☒ Re-establish Main Street liaison role through Public Outreach Coordinator
 - ☒ Communications Director to meet with all Council Members
 - ☒ Consolidate Social Media, Newsletters, and Email Communication under new Department
 - ☒ Initiate City Branding Project
 - ☒ Place Communications Director in charge of Project
 - ☒ Initiate Web-Development Project for City
 - ☒ Creation of RFP
 - ☒ Call for Proposals
 - ☒ Creation of Review Committee
 - ☒ Selection of Firm
 - ☒ Council Approval of Contract
 - ☐ New Site Up by June 2017
 - ☒ Creation of Annual Update
 - ☒ Information critical from various departments
 - ☒ Build State of the City from Information
 - ☒ Use as highlights for social media/web development
 - ☒ Move Theatre under Communication & Outreach
 - ☒ Begin Business Plan Review
 - ☒ Set Up appropriate Financial Practices
 - ☒ Improve Technologies
 - ☒ Review Online Ticketing & Payment Solutions
 - ☒ Review Existing Contracts with Theatre Companies
 - ☒ Review Theatre Needs
 - ☒ House Lighting System in desperate need of repair
 - ☒ Aisle Lighting non-existent
 - ☒ Update Exit Signs for Fire Safety
- ☒ **Review Future of Fire Services**
 - ☒ Discuss Fire Services with Cherokee County
 - ☒ Areas for improvement in service areas?
 - ☒ Areas for improvement in training?
 - ☒ Equipment review
 - ☒ Laurel Canyon Station--Moved to County
 - ☒ Review of Operations
 - ☒ Meet with Chief to discuss needs
 - ☒ Information on plans for FY2017
 - ☒ Georgia Southern MPA Survey of Fire Services in metro-Atlanta
 - ☒ Formal Employee Reviews, all staff
 - ☒ Formal Review of Fire Chief
 - ☒ Consideration for Consolidation with Cherokee County
 - ☒ Discuss option with Jerry Cooper
 - ☒ Review historical issues in consolidation discussions
 - ☒ Review Senior Tax Exemption legislation

- ☒ Review Fire District Legislation & Failed Referendum
- ☒ Review Fire Service Agreements with other Jurisdictions
- ☒ Creation of Cost Analysis (Operating & Capital) for 5 Years
- ☒ Draft of Consolidation Agreement with Cherokee County
 - ☒ Discuss Options for Equipment/Land Credits
 - ☒ Jones Building?
 - ☒ Park Lands?
 - ☐ Retain Ownership and do Long-term Lease?
 - ☒ Personnel Transfer
 - ☒ Keep rate of pay
 - ☒ Keep rank and years of service
 - ☒ PTO payout?
 - ☒ Benefit gaps (City to cover any gap)
 - ☒ Retirement
 - ☒ Laurel Canyon Station?
 - ☐ Continue with Construction by City? Or
 - ☒ County to take the lead--check for \$1.25M sent
 - ☒ Financial discussions with Nathan Ingram
 - ☒ Can the City Afford Consolidation?
- ☒ Take Consolidation to Council
- ☒ If approved, execution of IGA by County
- ☒ Consolidation Assistance to County

☐ **Blight & Code Enforcement Improvement**

- ☒ Review of Blight Ordinances with City Attorney (Rusbridge), PD, Code Enforcement, Ken Patton
- ☒ Creation of Action Plan by Review Group
 - ☒ Discussion of Blight Registry
 - ☐ What is the process to enact?
 - ☐ What is the staffing necessary?

After review of State Law, determined this is NOT an option, even though it exists in City codes

- ☒ Understanding of Court Processes
- ☒ Review of Staffing
- ☒ City-wide Dumpster Day programs to provide citizen clean up efforts
 - ☒ Selection of areas
 - ☒ Pricing by Waste Management
 - ☒ Notification to public
 - ☒ Staffing
 - ☒ Use of warnings to allow targeted properties to participate
 - ☒ Reporting back to City Manager
 - ☒ Review of targeted properties after the clean up events
 - ☒ Use of volunteers if possible

- ☐ Report back to Council on Improvements

☐ **Built vs Zoned City-wide Development Review**

- ☒ Patton to review all zoning conditions for property city-wide
- ☒ Review large developments
 - ☒ Laurel Canyon
 - ☒ Great Sky
 - ☒ Riverstone
 - ☒ Bluffs
 - ☒ Towne Mill
 - ☒ Rivergreen
 - ☒ Canton Place
 - ☒ Etowah Shoals

- ☒ Determine the existing apartment inventory in the City
- ☒ Have a review of apartment need for next 5 years for Canton
 - ☒ Noell Consulting Group to perform
 - ☒ Study Completed
 - ☒ Place Temporary Moratorium--60 days, approved on 2/2
 - ☐ Report back to Council--February 16 at 6 p.m.
- ☒ Provide an Update to Mayor and Council
 - ☒ Work Session held on 2/9/17
- ☒ Discuss needs for Masterplan changes
 - ☐ If Council decides to move forward, notice would be given to public with a vote to require masterplans come back to Council by the second meeting in March (ahead of the 60-day moratorium's end)
- ☒ **Water/Waste Water Master Planning**
 - ☒ Develop an RFQ for a City System Water and Waste Water Master Plan
 - ☒ Include potential growth projections
 - ☒ Include review of existing lines for distribution and collection
 - ☒ Develop plan for capacity building
 - ☒ Determine approximate costs of capacity building
 - ☒ Advertise for Qualified Firms
 - ☒ Create Review Committee
 - ☒ Narrow the Firms to a short-list for Proposals
 - ☒ Review Proposals/Conduct Interviews
 - ☒ Selection of Firm
 - ☒ Approval of Contract by Council
 - ☒ Kick-off Meeting on 2/10/17 with completion anticipated by end of September.
- ☐ **Master Plan for Trails System**
 - ☒ Finish Connection for Etowah Park to Heritage Park
 - ☒ Creation of a Parks Advisory Board
 - ☐ First Meeting Scheduled for 2/13/17 at 11:30 a.m.
 - ☐ Review Connection Proposals from Heritage to Boling
 - ☐ Identify Additional Trail Connection Possibilities
 - ☒ Added land behind Governor's Walk/Old Doss Road
 - ☐ Use Proposals to Assist in Next SPLOST Plan
- ☐ **Re-Envision the Bluffs**
 - ☒ Meet with TPA to discuss existing project
 - ☒ Discussion of potential Leads
 - ☒ Working with Cherokee County Office of Economic Development on Major Projects
 - ☒ Understand the master plan of the Bluffs
 - ☒ Met with Cherokee County to discuss Heard Road/Old Page Road extension into Bluff's
 - ☐ Broader Discussion with Council as to planning/needs City-wide
- ☐ **Partner with Northside Hospital Cherokee on Future Projects**
 - ☒ Work with Northside Hospital on the successful completion of the new Medical Complex
 - ☒ Temporary CO issued in December 2016
 - ☒ Working on a Transfer of Patients Plan with Hospital for May 2017
 - ☒ Work with NHC on the master plan for signage for Medical Complex
 - ☐ Work with NHC on the master plan for signage on land other than the Medical Complex
 - ☒ Work with NHC on street-lighting plan
 - ☒ Eliminate the Zoning Condition for the donation of fire station land
 - ☐ Work with NHC to determine potential leads for other property at Canton Place
 - ☐ Create a plan for the former NHC site and surrounding areas