

2011

City Manager Report

Keith Barker

Report of monthly activities of City Manager and all Departments presented to the Clarkston Mayor and City Council



MEMORANDUM

TO: Mayor and City Council

FROM: Keith Barker, City Manager

DATE: October 4, 2011

SUBJECT: **City Manager Report**

Internal Staff/Council Meetings Held

- Meeting with Stephen Quinn and Bryan Downs, City Attorneys for City of Clarkston to discuss contract issues
- Met with Council Woman Dianne Leonetti to discuss Council member benefits survey and city cleanup plan of action
- Met with Police Department staff to brief them on the return to 8 hour shifts
- Met with Councilman Dean Moore and Jerold McIver, V.P. of Community Development, BB&T Bank, to discuss possible bank branch placement in Clarkston and general development ideas, opportunities and funding
- Conference call with Stephen Quinn to discuss agenda items
- Met with Bobby Wright, Chair, P&Z to discuss upcoming agenda items
- Met with Finance Officer Juliette White to discuss 2012 Budget calendar and process
- Attended Stone Mountain CID Kickoff event
- Met with Finance Officer Juliette White and City Clerk Tracy Ashby to discuss Budget calendar and payroll process vendor proposals
- Met with Chief Scipio and Captain Hudson to review officer candidate interview questions
- Meet Anindita Rao, Board of Health to conduct Health Assessment
- Met with Council woman Jean Brown to finalizes development of a community gardens and/or gardens in the park policy
- Met with Captain Chris Hudson and City Clerk Tracy Ashby to discuss revamp of application form
- Met with Vice Mayor Warren Hadlock to discuss Friendship Forrest grant/project status
- Met with Code Enforcement Officer Shelly Sheppard to discuss activity reports and areas of the City that need special attention
- Met with Finance Officer, Juliette White, City Clerk, Tracy Ashby and Captain Christine Hudson to discuss vendor selection for provision of payroll/ accounting system
- Conducted "ride around" with Code Enforcement to conduct onsite inspections of identified problem areas
- Met with Court Clerk, Shirley Green to discuss various court operations issues

- Recurring meeting with Mayor Ransom (2)
- Recurring meeting with Chief Tony Scipio (2)
- Recurring meeting with City Clerk, Tracy Ashby (2)
- Recurring meeting with Maintenance Supervisor, Corey Ford (2)
- Recurring meeting with Chief Court Clerk, Shirley Green (2)

Onsite Meetings Held with Consultants/Vendors

- Met with Landscape Architect and Vice-Mayor Warren Hadlock at Friendship Forrest Nature Preserve to discuss Landscape plans to implement the Soil & Water Conservation grant
- Meeting with Larry Kaiser
- Met with Michelle Alexander, Pond & Associates and applicant to discuss P & Z requirements
- Met with Eddie Long, Finance and Accounting consultant, to discuss developing an action plan to address finance related issues detailed in the city audit
- Met with Phil Davis, H.R. consultant, Captain Christine Hudson, Juliette White and Tracy Ashby to review employee handbook and compensation study
- Met with Larry Kaiser, Collaborative Infrastructure, Inc., to discuss infrastructure needs identified to date

- Met with Larry Kaiser, Collaborative Infrastructure, Inc., to determine pool furnishings to order
- Met with Phil Davis, FLEX H.R. to review progress made toward H.R. action plan to include final development of a new Employee Handbook
- Met with Michelle Alexander, Pond & Company and business owner to discuss City's building permit process
- Met with Larry Kaiser, Collaborative Infrastructure, Inc., to determine interior and exterior furniture selections for Milam Pool
- Met with Milam Park Pool project team; construction manager, designer, general contractor, pool subcontractor and DeKalb Development Department representative for bi-monthly project team meeting. Two meetings during this reporting period
- Met with City Auditor, Doug Moses to review findings and management report and prepare for presentation to City Council

Miscellaneous Onsite Meetings Held

- Met with Sam Kennedy, Atlanta Youth Tennis to finalize plans for the Milam Park Tennis Court ribbon cutting and tennis demonstration
- Met with some concerned citizens to discuss various issues
- Met with Freddie Smith, AFLAC representative to review and discuss the various products offered to City employees

- Phone Interview with Ellen Stein, Radio Station
- Met with Steve Rapson, City Manager, City of Union City to discuss possible changes to the city's current pension plan
- Met with Bobby King to discuss and coordinate play dates in Milam Park
- Met with citizen regarding possible problem with dead trees in the right of way
- Met with Ed McBrayer to discuss future plans for the PATH in Clarkston and to identify possible funding opportunities
- Met with Mr. Willie Johnson and Code Enforcement Officer to discuss specific code enforcement issues
- Met with David O'Connor, owner of Quality Motors to discuss possible downtown redevelopment issues
- Held pre-bid meeting for vendors interested in bidding on the CSX right of way mowing proposal
- Met with Leake Maleda, Clarkston business owner, regarding issues with our business licensing process
- Met with 5 vendors for CSX right of way mowing bid opening
- Meet Anindita Rao, Board of Health to conduct Health Assessment survey
- Met with private citizen to answer questions and provide information regarding City Property Maintenance ordinance
- Met with Derold McIver, VP Community Development,- BB&T to begin exploring development opportunities for Clarkston
- Attended Council Regular Meeting on September 6, 2011
- Attended Council Works Session Meeting on September 27, 2011

Offsite Meetings Attended

- Attended DeKalb Community Development Department Public Hearing regarding the 2012 CBDG grant award process
- Met with Larry Callahan, CEO, Pertillo Company to discuss development ideas for City of Clarkston
- Met with McKenzie Wren, CCC and Jeremy Lewis, Clarkston Development Foundation to discuss plans for the old Truancy Building next to the CCC
- Met with various staff of Georgia Municipal Association to discuss possible changes to employee health insurance, life insurance and pension plans
- Attended International City/County Management Association conference in Milwaukee, Wisconsin

General Activities

- Coordinated the delivery of 150 Large Mouth Bass for Milam Lake
- Coordinated ribbon cutting and tennis demonstration event held at Milam Park Tennis Courts
- On site visit to Milam Park to personally inspect impact of Friday play day in the park
- Researched specific issues related to Property code Ordinance application
- Coordinated H.R. action plan process
- Developed application for the LCI Implementation Grant
- Police Department will launch the Interactive Defense System platform in September
- City Manager continues to review all Personnel and H.R. processes and procedures. Leading development of new Employee Handbook and development of an action plan which will address all critical H.R. issues
- City Manager continues review of all City services and associated contracts. Due diligence audits for all services have begun or are scheduled and will continue through September

- City Manager continues to provide oversight of all project activities associated with the Milam park pool project
- Direct supervision of maintenance/sanitation crew in lieu of filling vacant City Engineer position
- Coordinating activities associated with the development of a true youth tennis program at Milam Park Tennis Courts
- Staff continues to cut all rail road rights of way within and leading into City of Clarkston, along East Ponce de Leon and Church Streets.
- Conducted City Manager “Friday Ride Around” – the City Manager rides to all parts of the City looking at the general condition of the community, specific areas of concern that needs addressing and for the purpose of engaging the citizens in dialogue regarding crime, service delivery issues, appearance, etc...
- Responded to various requests for services
- Responded to various requests for information
- General supervisory and leadership activities