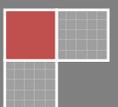


2011

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: July 5, 2011

SUBJECT: **City Manager Report**

Internal Staff/Council Meetings Held

- Met with Chief Tony Scipio to discuss activity/results reporting frequency and format
- Met with Councilman Dean Moore to discuss various issues to include code enforcement, financial management, grant opportunities and public works issues
- Met with Council woman Jean Brown to discuss various grant opportunities and City Manager's management process and vision for Clarkston
- Recurring meeting with City Clerk, Tracy Ashby (2)
- Recurring meeting with Maintenance Supervisor, Corey Ford (2)
- Recurring meeting with City Clerk and Finance Officer to discuss administrative procedures
- Met with Mayor and Vice-Mayor to discuss financial management issues
- Recurring meeting with Chief Tony Scipio (2)
- Met with Code Enforcement Officer Shelly Sheppard to discuss activity reporting frequency and format
- Met with Mayor and volunteer staff to provide final directions/instructions for Milam Park Family Aquatic Center Pool Ground Breaking Celebration
- Met with Court Clerk, Shirley Green to discuss various court operations issues
- Met with Mayor, City Solicitor, Judge, Court Clerk and Captain Hudson, to gain consensus around how we were handling certain traffic enforcement issues
- Met with Captain Chris Hudson to discuss changes to the current Broadband provider contract
- Met with Councilwoman Dianne Leonetti to discuss various city issues and projects
- Met with Councilwoman Dianne Leonetti, Mayor Ransom and Captain Christine Hudson to plan the 4th of July parade and associated activities

- Met with Larry Kaiser, Collaborative Infrastructure, Inc., and the Maintenance/Sanitation staff to begin the time and activities studies project
- Several meeting held with Police Department Leadership Team and rank and file officers regarding internal issues

Onsite Meetings Held with Consultants/Vendors

- Met with Catherin Fox, FOX Environmental, LLC, to discuss scope of NPDES Phase I Program Activities, and development of City of Clarkston NPDES MS4 Storm water Management Plan. Management plan complete and accepted by EPA. Activities plan received final approval from City Manager. City Manager reviewed and approved presentation for City Council Work Session 6/28/2011
- 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. Topics discussed included, project timetable, possible project change orders due to soil conditions and owner requested changes to pool deck, tree removal and color selections for building materials Met with Todd Williams, Curbside Recycling, to discuss used cooking oil recycling proposal
- Met with Rick Smith, ALT, to discuss telecommunications proposal
- Met with Gregory Prideon II, Resurgens Risk Management to discuss review of Employee Benefits and Property and Casualty coverages
- Met with Vic Knight, Waste Management to renegotiate contract amount and to increase the scope of services provided
- Met with Larry Kaiser, Collaborative Infrastructure, Inc., to discuss conducting a public works and permitting due diligence
- Met with Phil Davis, FLEX H.R. to discuss possible due diligence audit of our Human Resources policies and procedures, systems and processes
- Met with Mignon Bernard, Providence Community Corrections, to discuss contract provisions and activity reporting protocol
- Met with Todd Bryant, Bryant Wharton Consulting & Insurance, to discuss due diligence review of all employee benefit programs for possible improvements or cost saving opportunities
- Met with Milam Park Pool Project Team, recurring meeting

- Met with Catherine Fox, Fox Environmental, to discuss/review required storm water management activity work order system

Miscellaneous Onsite Meetings Held

- Met with Mayor Ransom and Dhana Timilsina to discuss assisting with Blood Donation Drive effort co-sponsored by the Nepalese Association in Southeast America and Life South Community Blood Center. Event to be held on July 17, 2011
- Met with Councilman Dean Moore and Larry Kaiser, Pool Construction Manager to provide updates on pool project
- Met with Mr. Perrin, International Bible College, to discuss code enforcement compliance issues
- Met with Jack Sartain, DeKalb Arts Alliance to discuss grant opportunities to promote the Arts
- Met with Tracie Ediger, Fugees Family, to discuss upcoming field use agreement agenda item
- Met with Robin Chanin, Global Growers Network Coordinator, to discuss community gardens location at Friendship Forest Nature Preserve
- Met with Suzanne Autumn, Associate Director, Refugee Services, Lutheran Services of Georgia, to discuss collaboration on designing business workshops for immigrant and refugee business owners doing business in Clarkston
- Met with Micah Lemon and Pattie Cage, DeKalb Fire Rescue to discuss coordination of fire safety training at Clarkston City Hall
- Met with Builder and Agent regarding the abandoned Carroll Park subdivision project
- Met with Chester Bray, former City employee
- Met with Clarkston citizen, Bernardo Tshamala regarding complaint against a Clarkston Police Officer
- Met with concerned citizens and code enforcement officer to discuss exterior/interior compliance issues regarding an apartment complex
- Attended Special Called Meeting on June 23, 2011 for the purpose of holding a public hearing to consider setting the 2011 millage rate
- Attended Special Called Meeting on June 30, 2011, at 10:30 am and 7:00 pm for the purpose of holding a public hearing to consider setting the 2011 millage rate

Offsite Meetings Attended

- Participated in a community visioning process sponsored by the Clarkston Development Foundation
- Met with Calvin Hicks, DeKalb County Chief Appraiser, to discuss property valuation process and accuracy of Clarkston digest
- Met with DeKalb County Deputy COO Ted Rhineheart to discuss various transportation and City Public Works infrastructure issues
- Met with Councilman Dean Moore and Construction Manager, Larry Kaiser to review progress to date on Milam Park Pool project
- Met with Mark Suiter, Unites States Tennis Association, to discuss progress toward obtaining grant for tennis court resurfacing and restriping
- Meeting with Jeremy Lewis, Executive Director, Clarkston Development Foundation and Benjamin Portwood, owner, Edible Yard & Garden to discuss possible assistance with Friendship Forest Nature Preserve grant projects and Milam Pool project
- Met with McKenzie Wren, Executive Director, Clarkston Community Center, to discuss various issues to include; coordinated recreation activities, facilities maintenance and the CCC's project implementation schedule
- Met on Milam Pool project site with Larry Kaiser, Collaborative Infrastructure, Inc., Jeremy Lewis, Executive Director, Clarkston Development Foundation and Benjamin Portwood, owner, Edible Yard & Garden to review potential for increased and creative handling of storm water runoff there on the site
- Conducted site visits to 2 DeKalb County pools and 1 City of Decatur pool, for the purpose of examining ingress/egress options, pool furnishings and concession stand management options
- Met tennis court resurfacing contractor on site to review contract and to discuss project timelines and various details
- Met with Jeremy Lewis, Executive Director, Clarkston Community Foundation and McKenzie Wren, Executive Director, Clarkston Community Center and Facilitator, Martha Talbot, to complete planning for a huge stakeholder meeting to discuss developing and collaborative approach to recreation activities planning and use of facilities in Clarkston. Stakeholder meeting is scheduled for July 26, 2011
- Attended Milam Park Family Aquatic Center ground breaking ceremony

General Activities

- Conducted final review of proposed NPDES Phase I Program Activities document, and the draft City of Clarkston NPDES MS4 Storm water Management Plan. Comments, questions and suggested changes were discussed with the consultant. Appropriate changes made and transmitted within required time frame
- Completed USTA tennis court resurfacing grant application
- Coordinated all activities associated with the Milam Park Family Aquatic Center ground breaking celebration
- Participated in phone interview, for publication, with Federal DHR Resettlement Agency
- Researched, developed and presented a Power Point presentation for public information purposes, explaining the 2011 millage rate process
- Researched, developed and presented a total cost savings analysis, via memorandum, regarding the cost of providing current sanitation services and the effect of reducing the current contract amounts
- Researched, developed and presented a total cost savings analysis, via memorandum, regarding the provision of broadband service
- Staff continues to cut all rail road rights of way 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