

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: August 3, 2011

SUBJECT: **City Manager Report**

Internal Staff/Council Meetings Held

- Met with Council woman Jean Brown to discuss development of a community gardens and/or gardens in the park policy
- Met with Councilman Adam White, resettlement Directors, J. D McCray, Lutheran Services of Georgia, Kate Silverio, Catholic Charities Atlanta, and John Arnold, World Relief for introductions and mutual understanding of respective roles.
- Met with Councilman Dean Moore to discuss various city-wide maintenance, infrastructure and code enforcement issues throughout the city. Made onsite inspections of all city locations discussed
- Met with Vice Mayor Warren Hadlock to discuss Friendship Forrest grant/project status, Milam Lake dock access and issues related to the Milam Pool project
- Met with City Solicitor, Judge, Court Clerk and Captain Hudson, to discuss court volume and possibility of adding additional courts to the court
- Met with Captain Chris Hudson to discuss implementation of the changes to the current Broadband provider. Determined desired time line and action items needed for the transfer
- Recurring meeting with Mayor Ransom (2)
- Several meetings with Public Safety personnel to investigate internal complaints
- 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)
- Recurring meeting with City Clerk and Finance Officer to discuss administrative procedures
- 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 changes to the current payroll accounting system
- Conducted "ride around" with Code Enforcement to conduct onsite inspections of identified problem areas
- Met with Public Safety management team to discuss internal personnel issues

- Met with Court Clerk, Shirley Green to discuss various court operations issues
- Met with Vic Knight, Waste Management, Inc., and the Maintenance/Sanitation staff to discuss changes to our process for handling yard waste and commercial garbage pickups

Onsite Meetings Held with Consultants/Vendors

- Met with Catherin Fox, FOX Environmental, LLC, and Larry Kaiser, Collaborative Infrastructure, to discuss continuation of the NPDES Phase I Program Activities, and the City of Clarkston NPDES MS4 Storm water Management Plan. City Manager will review and determine appropriate scope of work consistent with prioritized list of public works activities.
- 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, sewer line placement and color selections for interior walls and fixtures
- Met with Todd Williams, Curbside Recycling, to prepared for presentation of used cooking oil recycling proposal to the City Council Work session
- 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 infrastructure needs identified to date
- Met with Phil Davis, FLEX H.R. to review findings of the due diligence audit of our Human Resources policies and procedures, systems and processes. Discussed process and time lines for the development of a new Employee Handbook
- Met with Vic Knight, Waste Management to finalize service conversion plans, develop new yard waste handling procedures, determine public communication strategies and plan Town Hall meeting to discuss these changes with the public
- Met with electrician on site at Milan park pavilion regarding contract to rewire building due to failure
- Met with Tomme Stevenson, eProcessPros to discuss/schedule due diligence/audit of our current financial management and accounting systems
- Met with Chuck Button, Vice President, Jacobs Engineering to discuss/schedule due diligence/audit of our court services

Miscellaneous Onsite Meetings Held

- Met with Jeremy Lewis, Executive Director, Clarkston Community Foundation and McKenzie Wren, Executive Director, Clarkston Community Center and Facilitator, Martha Talbot, for final planning for the 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

- Met with Suzanne Autumn, Associate Director, Refugee Services, Lutheran Services of Georgia, to finalize curriculum for the business workshops for immigrant and refugee business owners doing business in Clarkston
- Met with Facilitator, Jon Abercrombie to discuss possible visioning sessions for City of Clarkston
- Met with Mayor Ransom and Ray Long, Rosser International, Inc. to discuss their company capabilities and to possible pro bono project engineering work
- Met Mayor Ransom and Sam Kennedy, Atlanta Youth Tennis Foundation, to discuss programming activities at the newly refurbished Milam tennis courts
- Met with Mr. Franklin Owusu- Ansuh to discuss possible internship opportunities
- Attended Council Works Session Meeting on July 5, 2011
- Conducted Town Hall meeting to discuss changes to the yard waste handling guidelines
- Met with Vinh Glover and Vice-Mayor Warren Hadlock to discuss volunteer clean up coordination in Friendship Forrest

Offsite Meetings Attended

- Attended USTA Atlanta Tennis Championship where the Mayor and City Council were recognized by the Association for becoming the first municipal tennis court facility to implement the new “fast start” tennis court configuration
- Coordinated and participated in the stakeholder meeting to discuss developing a collaborative approach to recreation activities planning and use of facilities in Clarkston
- Met with various members of the Clarkston Active Living Committee and Greg White, Active Living Director for the City of Decatur, to discuss program activity ideas and explore opportunities for collaboration
- Guest speaker at MacLaren Neighborhood Association meeting
- Met with Karen Feltz to discuss history of the Clarkston Women Club and ongoing maintenance issues
- Met with Champion Newspaper reporter to discuss various projects in Clarkston – conducted onsite visits, reporter preparing for story on Clarkston
- Met with Mark Suiter, Unites States Tennis Association, to review progress on tennis court resurfacing and discuss recognition ceremony

General Activities

- City Manager continues review of all City services and associated contracts. Due diligence audits for all services have begun or are scheduled to commence by August
- 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
- Coordinated activities associated with the Milam Tennis Center recognition at USTA event n
- 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

Police/Courts Activities

- Total citations written for July 2011 – 575
- Total incident reports written for July 2011 – 179
- Total fees collected for Background Checks and Report Copies - \$1,480.00
- Total funds and fees collected for Traffic Citations - \$69,609.00
- Total funds collected for the month of July 2011 - \$71,089.00
- Total funds collected Year to Date (January–July 2011) - \$530,522.00
- Technology fund for month of July 2011 - \$2,790.00
- Technology fund Year to Date (March – July 2011) - \$12,120.00

July 2010 Funds

- Total funds collected for the month of July 2010 - \$62,620.00
- Total funds collected Year to Date (January-July 2010) - \$425,188.00

**Please note that we have not received the check for probation payments for the month of July 2011.